

Audience

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**REGULAR GOVERNING BOARD**  
**MEETING AGENDA**  
Gravenstein School, Rm. 13

**Tuesday, February 12, 2019**  
**5:00 PM**

**I. CALL TO ORDER**

Steven Schwartz, President  
Gregory Appling, Clerk  
Jim Horn, Trustee  
Alexander Kahn, Trustee  
Jennifer Koelemeijer, Trustee

**II. PUBLIC COMMENTS**

At this time the public may address the Board on any item not listed on the agenda. Presentations are limited to three minutes per person per topic. The Board may not respond to presentations. The public may address the Board on any item listed on the agenda at the time the matter is taken up by the Board.

**III. REPORTS, AND ORAL COMMUNICATIONS**

- A. Gravenstein Union Teachers' Association
- B. District Site Council
  - 1. Safety Plan under review & update
  - 2. Campus walks w/ safety expert planned for 2/13/19
  - 3. Updated Safety Plan coming to Board for approval 3/12/19
- 7 C. GSF/MPF
- D. Trustee Reports
- E. Facilities Report
  - 1. Phase 3 -Complete, except gym windows and siding
  - 2. Hillcrest Middle School Improvement Project update
    - a. Increment #2 solar parking shelter
  - 3. Gravenstein Elementary solar project
  - 10 4. Report from Head of Facility Maintenance
    - a. Window covers
- F. Hillcrest Principal Report
  - 13 1. Update on staff evaluations
  - 15 2. Enrollment forecast for 2019-20
  - 3. Staffing needs for 2019-20
  - 4. Update on "student incident" - false report
- G. Gravenstein Principal Report
  - 16 1. Update on staff evaluations
  - 2. Enrollment forecast for 2019-20
  - 3. Staffing needs for 2019-20

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- H. CBO Report
  - 1. Update on the Governor's proposed budget

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- I. Superintendent Report
  - 1. Board Calendar Template
  - 2. 2018-19 Enrollment
  - 3. Transportation JPA Update
  - 4. School Supply Resources: District, GSF, local grants
  - 5. School Nurse Hired – Suzanne Arnold

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**IV. CONSENT AGENDA**

**ACTION ITEM**

59  
68

- A. **Minutes of Regular Meeting Jan 15, 2019**

- B. **Warrants/Payroll**

- C. **Budget Updates and Transfers**

- D. **Correspondence/Publications**

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79

- 1. Accept letter of resignation from Tracy Evans
- 2. Accept letter from Shelley Stiles of SCOE Fiscal Services, indicating that they concur with the District's positive certification based on the First Interim Report

82

- 3. Standard reminders for all Districts from SCOE Fiscal Services

87

- E. **Approve Amendment to MOU with West County Consortium re Nurse Services**

91

- F. **Approve Block Grant for Underperforming Students**

The Board is asked to approve the District's application for block grant funding to serve underperforming students. Gravenstein Elementary is eligible for \$31,616 and Hillcrest Middle School is eligible for \$31,616.

101

- G. **Approve 3-Year Contract w/ Roatch Accountancy Corp.**

The Board is asked to begin a new 3-year contract with Roatch Accountancy for auditing and other fiscal oversight services. The Board is approving Year 1 of 3 at this time, for a cost of \$16,900 for the year ending June 30, 2019. \$17,400 for the year ending June 30, 2020, and \$17,925 for the year ending June 30, 2021.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**V. GENERAL**

112

- A. **Consider Next Steps in Rollout of Enrich! to All District TK-8<sup>th</sup> in 2019-20**

Background:

At the Dec 12, 2018 GUSD Board meeting, the Board to action to approve the expansion of the Enrich! program to all District students, TK-8<sup>th</sup> grades, beginning in 2019-20.

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The Board will receive reports from staff and input from stakeholders as we prepare for the rollout of the Enrich! program to all GUSD students beginning in 2019-20. The Board may give staff direction and take action on items that require Board approval (e.g. marketing; hiring; purchases of curriculum or equipment over \$15,000).

- Principal & Supt. reports on staff collaboration (e.g. ERD, Staff mtgs)  
-Draft Hillcrest Bell Schedules (under development)
- Powerpoint on GUSD “brand” for marketing (Koelemeijer/Schwinn)  
-Board will be asked to give direction on marketing next steps

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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**B. Discuss and Consider Approval of Board Committee Structure & Assignment**

Review previous Board sub-committee assignments and set a structure for Board committees going forward.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**C. Proposed Natural & Imaginary Play Area for 3-5<sup>th</sup> Grade Playground**

At the January 15, 2019 Board meeting, three 5<sup>th</sup> graders requested the designation of an area that would allow for play which includes: using natural materials; digging with tools; imaginary play (e.g. building a fairy village). Mrs. Schwinn and Ms. Pugno worked with students and staff to develop a safe and fun proposal everyone can embrace, and so we are sharing the positive outcome with the Board and public.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

133

**D. Consider Resolution #190212-1 Climate Change Action**

The Board is asked to consider adopting the proposed resolution regarding climate change. A GUSD student group will make a presentation and has drafted this resolution for the Board’s consideration.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

139

**E. Review Board Bylaws 9200**

The Board is asked to review BB9200, which gives guidance on the limits of Board Members' authority.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

144

**F. Approve Contracts with Enrichment Providers**

The Board is asked to approve the following contracts for enrichment providers (Tabled from 1/15/19).

Stephanie Barclay (Dance) Tri 1 \$3,600 /Tri 2 \$5,300.01

Mark Bradski (Mr. Science) Tri 2 \$13,133.34

Spencer Burrows (Music) Tri 1 \$4,266.24 / Tri 2 \$5,432.90

Natalie Collins (Set Design) Tri 2 \$1,320

Christine Cramer (Art) Tri 2 \$7,140

Paige Dumont (Coach Paige/Athletic movement) Tri 1 \$5,933.18 / Tri 2 \$6,266.43

Margo Perin (Poetry) Tri 2 \$2,475

Nancy Prebilich (Drama) Tri 1 \$4,360/ Tri 2 \$2,760

Marla Pedersen (Art) Tri 1 \$2,880

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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**G. Approve Change Order for Gym Siding**

The Board is asked to approve a change order request for gym siding. Total cost of siding replacement is (\$271,349). The amount of the change order is derived by applying the remainder of Phase 3 contingency funds (\$154,105). The remaining expense that **the Board is asked to approve is \$117,224.**

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**H. Voluntary Reduction in Assignment**

The Board is asked to approve Erin Saunders' request to reduce her Spanish Teacher assignment from .63FTE to .51FTE, retroactively to the start of the 2018-19 school year. Ms. Saunders has elected to reduce the extra hours for the ELD instruction portion of the position, but will continue to provide Spanish instruction for 6-8<sup>th</sup> graders.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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**I. Approve Coach for 6<sup>th</sup> Grade Girls' Basketball**

The Board is asked to approve Rowan Emmert to coach Hillcrest's 6<sup>th</sup> grade Girls' Basketball team.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**J. Consider Approval of Bid for Installation of Cameras**

At the January 2019 meeting of District Site Council, the team discussed installation of security cameras, as a possible improvement to our District Safety Plan. The cameras would be placed strategically on each campus to monitor for vandalism and other crime. All members of Site Council are in favor of the addition of cameras. The Board is asked to approve the bid obtained by the Head of Facilities, Brian Sposato. (Bids not yet available at time of posting.)

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

**VII. CLOSED SESSION**

**A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:**

1) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent  
Represented Employees: Gravenstein Union Teachers Assoc.  
Unrepresented Employees: District Secretary  
Gravenstein Principal

2) Potential Litigation

3) Public Employee – Hiring: Teaching Assistant – Luke Bailey  
–Leave request – Jackie Jex Lewis

4) Superintendent Evaluation

**VIII. OPEN SESSION**

A. Any reportable action taken during closed session shall be reported when the Board comes back into open session.

**IX. FUTURE BOARD MEETINGS:**

GRAVENSTEIN UNION SCHOOL DISTRICT  
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I. Next Regular Board Meeting: Tuesday, March 12, 2019—5 p.m.

X. **ADJOURNMENT**

ADA Compliance: In compliance with Government Code 54954.2(a), the Gravenstein Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. 12132) and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Jenniter Schwinn, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.



III C.

GSF  
Gravenstein Schools Foundation  
3840 Twig Avenue  
Sebastopol, CA 95472

## Gravenstein Schools Foundation

### Meeting Minutes

January 25, 2019 at Gravenstein Elementary School

#### Opening

The regular meeting of the Gravenstein Schools Foundation was called to order at 9:02 am on January 25, 2019 at Gravenstein Elementary School by Lori Jones.

**Present for Meeting:** Lori Jones, Jean Snyder, Erin Hillmer, Christina Connelly, Amy Titus, Teresa Sutter, Renee Lott, Amy Glockner, Will Deeths, Keri Pungo and guest Jim Horn.

- **Bingo Night: February 1<sup>st</sup>**
  - Mr. Deeths to be the caller for Bingo night.
  - It is too short of notice to do snack bag bingo this year so will purchase gift cards for prizes.
  - Amy G. will create a flyer to put up at the schools and add memo to Monday messages.
  - Renee to order food from Pasta King – will order enough for 120 people
- **Book Fair: February 25 – March 1**
  - Set-up for this will be on 2/22 at 10:30. Amy T, Erin and Teresa will help Lori with set-up in the cafeteria.
  - Send email to teachers to have them ask for a volunteer or 2 to come during their classes shopping time to help the kids write out a wish list.
- **Read-a-Thon:**

This is done online – to track sponsors and reading progress.  
When making the flyer for this mention that the money earned from this will go towards enrichments for next school year.
- **Drive-Thru Dinner:** April 15<sup>th</sup> – tax day, at Hillcrest school. More planning to come for this event.
- **Color Run:** Date to still be determined by Mr. Deeths and Mrs. Pugno. Will have the 5<sup>th</sup> graders go watch.
- **Budget Items:** to be voted on
  - Administrative costs – paypal merchant fees: not to exceed \$200
  - Bank expenses – not to exceed \$100
  - Administrative office supplies – not to exceed \$500
  - GSF Photo copy expenses – not to exceed \$100



- Fundraising Budget expenses – expenses that apply to multiple events - not to exceed \$200
- Teacher appreciation week/ Staff Day - \$800 based on last year
- Teacher/Staff appreciation lunch – based on last year \$1,800
- Teaches/Staff appreciation misc – not to exceed \$500
- Staff breakroom refreshments (water service) – based on last 6 months for a yearly cost of \$3,000

**Motion:** Jean Snyder      **Second:** Amy G      **Vote:** all agree

- **Guest Jim Horn to discuss Enrichment Expansion to all grades & combining both parent foundations:**

Both foundations are similar in basic structure with MPF having a more narrow focus on enrichments. Both foundations agree that it would be best to combine foundations to minimize expenses and duplication of work. Need to learn more about the MPF pledge system to apply school wide next year. Will need a new precise mission statement for updated parent foundation to get traditional class parents used to making a monthly donation for enrichments.

Name suggestion by Erin: GPF – Gravenstein Parent Foundation

Erin brought notes from the last MPF meeting saying most members are onboard with combining and finding the most efficient way to get it done as quickly as possible to be prepared for the coming school year.

The MPF Lagunitas event will be held April 8<sup>th</sup>. MPF will be advertising this as a school wide fundraising event for next year's one program for all. There are a limited number of tickets so they are planning on it selling out.

We will need a new name and board of directors for our combined parent foundation by April to be prepared for next school year.

**The next GSF meeting will be held February 22, 2019 at 9am.**

Meeting was adjourned at 10:10 am by Lori Jones, Second by Erin Hillmer, all vote to adjourn.





**Facility Board Report  
February 12th, 2019**

**Gravenstein Phase III Update Siding Replacement Change Order**

Up for board approval is exterior siding replacement for the Gravenstein MPR and Learning Lab. During the course of the project it was discovered that there was dry rot on the exterior siding of the MPR. We originally made the decision to defer the siding repairs and concentrate on getting interior scope of the project to not lose time in order to get the kitchen and interior of the MPR completed and ready occupancy and use.

The reasoning for needing this work to be done now for this current project rather than later is that due to the fact that we had a failed third party window water intrusion test that was conducted with specific standard to withstand any water intrusion for a period of 15 minutes. The window test failed at 10 minutes. It is not implied that windows themselves are faulty, but due to the nature of the existing building construction and the installed box style windows is that they are not fully tied into the building as a continuous water resistive membrane that extends beyond much of the window footprint, so the water is able to get through via the old existing siding and get in around the window frame and window membrane, and therefore not pass this window test according to the project specifications. With this failed test result not meeting specifications it creates an outstanding construction issue that we as a district did not feel comfortable in closing out the project.

The positive with this proposed change order is that this will allow us be able completely strip off all of the exterior siding around the majority of the MPR building and all around the newly installed windows and be able to incorporate a weather resistive membrane building system that will keep water and moisture out of the building and will allow us fully tie in the building with the box windows. We will be replacing the existing t1-11 siding with hardie panels which will not rot and be less maintenance to maintain and will give us a much improved siding system. This would be a good long term solution in addition giving the building fresh updated look. Another argument for doing this work now is that we would want to use the same contractor and there would not be a risking voiding a warranty down the line if there is an issue with a window(s) as a result of this additional work.

The approach with this change order is to use up the contingency, and the remainder is the change order amount, and this work qualifies as "futile and unavailing" per legal counsel to use the same contractor rather than bid out the project separately.

**Prop 39 Lighting Upgrade Update**

Contract has been approved with Sylvania and work may start as early as next week with led lighting upgrades at both sites.

**Prop 39 Solar Update**

The solar carport for Hillcrest has received DSA approval, and we are tracking for work to be done this summer as projected.

### **Window Coverings at Hillcrest**

Window coverings are in the process of being ordered. Anticipate 3-4 weeks for delivery and then begin installs.

### **Window Coverings at Gravenstein**

Based on feedback from teachers and staff we will be implementing roller shades for Gravenstein as well. We are in the process of collecting estimates for this work.

### **Video Surveillance for Gravenstein and Hillcrest**

We are looking into video surveillance for both Hillcrest and Gravenstein. We had discussions from site council, and got feedback that this would be positive step for safety and security. I have reached out to two companies to set up a walk through for input regarding costs, and proposed placements, requirements. We also will be having an expert scheduled for February 13th and do a walk through on safety/surveillance to provide input and observations.

### **Use of athletic fields Determining closed or open for use**

It has come up in regards to determining when a field is open vs closed. In the past, we have wrote in on our facility use applications for outside groups that states no use within 48 hours of rain. Additionally, it can be up to the discretion of the district if there are observations that the fields need to be closed for a longer length of time. The reasonings for closures is to protect the fields from being torn up and second safety of individuals using the field. Basic rules of thumb of a field is unusable is if there is standing water or muddy conditions present on the field. Another indicator is if shoes can leave an imprint on the field and water "sponges" to the surface. Other factors may come into play outside of weather, that can cause a field to be closed for safety reasons.



Teacher Name	Pre- Eval Meeting Held before 12/1	Date Observation	Date Post Observation	Date Final Eval- 2019	COMPLETED
Erin Saunders	X- CSTP's, Eval Docs provided	1/25/19	1/29/19		2/27
Bernadette Prunetti-Jones	X- CSTP's, Eval Docs provided	1/17/19	1/22/19		2/26 X
April McDonald	X- CSTP's, Eval Docs provided	12/11/18	12/14/18		2/28 X
Heather Johnson	X- CSTP's, Eval Docs provided	01/28/19	01/30/19		2/26 X
Julia Garson	X- CSTP's, Eval Docs provided	11/29/18	12/4/18		03/04 X
Matthew McDowell	X- CSTP's, Eval Docs provided	01/23/19	01/29/19		03/05 X
Elizabeth Kinman	X- CSTP's, Eval Docs provided	1/15/19	1/17/19		03/06 X
Sergio Blanco	X- CSTP's, Eval Docs provided	02/12/19	02/13/19		03/13
Dan Dexter	X- CSTP's, Eval Docs provided	01/14/19	01/18/19		03/06 X
David Cole	X- CSTP's, Eval Docs provided	12/11/18	12/14/18		03/12 X
Jackie Jex-Lewis	X- CSTP's, Eval Docs provided	12/18/18	12/20/18		03/13 X
Kelly Sporrer	X- CSTP's, Eval Docs provided	1/14/19	1/16/19		03/12 X
Nick Pulley	X- CSTP's, Eval Docs provided	01/09/19	1/11/19		03/12 X
Linda Helton	X- CSTP's, Eval Docs provided	11/28/18	12/3/18		03/07 X
George Sotiras	X- CSTP's, Eval Docs provided	01/22/19	01/24/19		03/18 X
Kevin Parsons	X- CSTP's, Eval Docs provided	02/19/19	02/21/19		03/04



Hillcrest Forecast for 2019-20 Enrollment

Our current numbers are as follows:

7th grade: 93

6th grade: 70

New Applications rec'd so far for 19-20 SY:

Incoming 6th grade apps: 11

Incoming 7th grade apps: 7



# Gravenstein Elementary School Principal's Report- February 2019

Keri Pugno

## February Character Trait- Resilience

### Highlight from January

#### Spelling Bee

The Gravenstein Spelling Bee was on January 25. All judges agreed that this spelling bee broke records! Not only did it go on longer than any other spelling bee, but we finished all of the levels provided for an elementary competition and began using words suggested for a junior high spelling bee! Winners were Teihananui Peleti and Zach Walsh, both 5th graders. They represented Gravenstein at the Regional Spelling Bee.



### Calendar of Upcoming Field Trips

- 2/13/19- All Kindergarten to RP Gymnastics
- 2/15/19- All grade 3 to Oakland Zoo
- 2/20/19- Gorman and Hansen (grade 5) to Warm Springs Dam at Lake Sonoma
- 2/26/19- Brown and Sully (grade 4) to Petaluma Adobe (the other two fourth grade classes already attended this trip)
- 2/28/19- ALL Gravenstein students to Hillcrest to see performance of
  - 5th grade will have an extended stay on the Hillcrest campus to include presentation by Mr. Deeths, tour of campus, House activity, and participate in 6th grade lunch/recess.
- All 5th grade attending single-day science extension field trip to Willowcreek Watershed
  - 3/6/19- Squires
  - 3/8/19- Grimm
  - 3/13/19- Hansen
  - 3/15/19- Gorman
- All 4th grade attending overnight trips
  - 2/28/19- Martinez to Fort Ross
  - 3/11/19- Carey to Fort Ross
  - 3/12/19- Brown to Clem Miller
  - 3/13/19- Sully to Fort Bragg/PEEC

### Curriculum Update/Planning

- NGSS Science Textbook adoption Grav will send a team to SCOE for preview and analysis of state-approved available K-5 materials.
- Staff has begun discussing need for new Social Emotional Learning materials. A small team of teachers have volunteered to study the updated Second Step material and look at other programs and then report back.
- CAASPP Testing Window established as April 29-May 24
- Grade 5 Physical Fitness Test to be given in Spring.



### Teacher Evaluation Update

- Updated schedule is attached. All required observations and post-observation conferences for this year have been completed.
- Evaluation conferences are still to be held. By contract, evaluation conferences for probationary teachers must be completed 45 calendar days prior to the end of the school year. Evaluation conferences for tenured teachers must be completed 30 calendar days prior to the end of the school year.

### Enrollment Projections for 2019-2020

- Current GUSD Student Intent-to-Return Forms due back by Friday, Feb 15
- Anticipate drop in overall campus enrollment as exiting 5th grade is 94 and maximum enrolling Kindergarten is 84.
- Projections table below includes rolling over current students and new applicants. The number in parenthesis indicates current February 2019 numbers.

TK	K	1	2	3	4	5	Total as of 2/8/19
15 (21)	64 (78)	79 (75)	77 (75)	76 (77)	77 (82)	83 (94)	471 (503)

### Progress on 2019-2020 Planning

- 1/9/19 January Staff Meeting
  - Teachers given enrichment scope and sequence for 2018-2019
  - Supt Schwinn led activity to gather input on single program plan
    - Teachers worked in grade level to record notes on a variety of topics: special activities, professional development, field trips, events/projects, support for academic rigor, discipline/behavior, culture/climate, drop-off/pick-up
- 1/24/19 ERD
  - Grade Level Collaboration Tasks that all provide input or foundation development for single-program plan for next year
    - Grade level brochures, SPSA goals, "Wish list" for expectations, Community-building and/or School Climate projects, District Plan for Comprehensive Collaboration/Communication between grade levels
- 2/6/19 February Staff Meeting
  - Introduced Enrichment/Special Activity Worksheet for each grade level. Grade levels are submitting them to me as soon as they are finished.
- 2/21/19 ERD
  - The focus of this district-directed ERD will continue to be on program planning for next year.

## Staffing Projections for 2019-2020

- Teacher Interest/Intent Forms were handed out at 2/6 staff meeting and are due back by 2/15/19.
- Classroom Teachers: Number of self-contained classrooms remains the same, so no projected change in certificated staff.
- Enrichment Contractors: Depending on programmatic and scheduling changes both on the Gravenstein and Hillcrest campus, I project:
  - Increase in number of music classes, still part-time (current staff could accommodate)
  - Increase in number of elementary Spanish classes, possibly as much as an additional 1.0 FTE (**new hire**)
  - Increase in number of art classes (with 3 contractors, current staff could accommodate)
  - Increase in number of STEM/hands-on Science classes (**new hire**)
  - Increase in number of Drama, Dance, Poetry (current staff could accommodate)
  - Increase in number of Gross-Motor Enrichments (current staff could accommodate)
- Instructional Aide need projection listed below. (This would be an ideal situation assuming heavy reliance on IA for immediate and daily academic support and differentiation, excluding Special Education students that receive primary instruction in LL). This number of staff would allow for IAs to cover the recess/lunch for their assigned grade level and then, after employee breaks, return to class for a significant increase of instructional support.
  - TK/K: 5 (**1 new hire**)
  - Grade 1-3: 6 (**3 new hires**)
  - Grade 4-5: 4 (**2 new hires**)

## Progress on 3-5 Recess Yard Recommendations

- 1/16/19- I held a lunch meeting with group of 8 students to hear ideas on ways to improve the 3-5 recess yard. We discussed what is “good” about the yard and what could be added.
- Late January- Supt. Schwinn met with small group of students to further discuss wish for a space for “fairy garden” and her purchase of portable fairy house figurines.
- 2/6/19- I reconvened with student team for walk through of 3-5 recess yard. All students agreed that each of current activities are popular and should not be removed. We further explored which location would be best for any digging/creating of a “fairy garden” space. We talked about factors including supervision and erosion.
- At 2/6/19 staff meeting, two teachers volunteered to partner with me and student leaders on a playground committee to address immediate student concerns.



## Looking forward to...

- Finalizing new curriculum and program brochures for each grade level.
- Student culture/climate projects at each grade level
- GSF Book Fair, Feb 25-March 1
- Read-a-thon fundraiser, March 11-22
- At the March board meeting, presenting a proposal for necessary Gravenstein Library system updates and modernizations.

**2018-2019 Gravenstein Observation & Evaluation Schedule Administrator: Keri Pugno**

	Certificated Teacher	pre-observation	observation	post-observation	Goals
1		10/18	11/6/18	11/8/18	Technology; Curriculum Support (Open Court and Math Trainings)
2		11/5/18	11/19/18	11/20	NGSS; STEM
3		10/22/18	11/8/18	11/20/18*	NGSS: Lego Robotics
4		12/3/18	1/9/19	1/11/19	Colleague Collaboration & Technology (Think Central, OC, CAASPP)
5		12/3/18	2/7/19	2/7/19	Behavior and Communication; Class Dojo
6		10/24/18	11/19/18	11/20/18	NGSS- "Project Wet"
7		11/26/18	12/11	12/13/18	Organize subject matter for multiple grade levels; create a 5 year program for Gravenstein
8		10/29/18	1/30/19	2/1/19	NGSS
9		11/15/18	12/5/18	12/7/18	Open Court with fidelity
10		10/15/18	11/7/18	11/15/18*	Student Behavior- SCOE Positive Behavior Workshop
11		11/30/18	1/28/19	1/30/19	Student Behavior- SCOE Positive Behavior Workshop
12		11/30/18	1/14/19	1/17/19	Student Behavior- SCOE Positive Behavior Workshop
13		10/22/18	11/29/18	12/3/18	STEM
14		11/30/18	1/22/19	1/23/19	Student Behavior- SCOE Positive Behavior Workshop
15		11/26/18	12/10/18	12/13/18	Student Behavior- SCOE Positive Behavior Workshop
16		10/17/18	11/27/18	11/29/18	explore Linda Mood Bell and K applications
17		10/15/18	11/15/18	11/20/18	NGSS; Lego Robotics

\* Deadline extended due to November school closures (4 days). This was communicated and agreed upon with individual unit members and GUTA co-presidents.

**Gravenstein Elementary School**  
**Early Release Day**  
**1/24/19**

I. Safety Follow-up

- A. Jennifer has scheduled a February walk-through with an independent contractor. His background includes service as both a police officer and firefighter. He now works with schools and other organizations (ie Kaiser) on threat assessments and safety plans. (Shelter in place drill to be scheduled after his visit.)
- B. Bring safety "Go Bags" with you on each safety drill. If practical, include on field trips as well.
- C. Second Step/SEL
  - 1. Taught with validity and consistency across the grade levels?
  - 2. Does it include a social media component?
  - 3. Time to update?
    - a) Committee to look into alternate schoolwide programs or...
    - b) Purchase updated Second Step curriculum for all

II. (relatively) Quick Topics

- A. Typed Grade Level Input from January 9 staff meeting.
  - 1. Each grade level should look through to make sure notes reflect the intent of your grade level
  - 2. No action to be taken at this point
- B. Open House Dates
  - 1. In 2018, dates were: Apr 25 for 2/3, Apr 26 for 4/5, and Apr 30 for TK/K/1
  - 2. For this year, I suggest:
    - a) Tuesday, Apr 16 for grades TK/K/1
    - b) Wednesday, Apr 17 for grades 2/3
    - c) Wednesday, Apr 24 for grades 4/5
    - d) Calendar conflicts to consider
      - (1) No school on Apr 19 and 20 due to Easter holiday
      - (2) ERD on Apr 25
      - (3) Brown and Sully on overnight, Apr 16-18
- C. Window Coverings
  - 1. Drop-down, room 13 (Suzi)
  - 2. Roll-down, room 15 (Alex)
  - 3. Curtains, room 10 (Paul)
  - 4. I suggest roll-down because:
    - a) This is the only option for portable rooms
    - b) order/install time less
    - c) Completely out of the way when you want; less dust collection

### III. Tasks for Today

- A. Grade Level Brochures (15 minutes max)
  - 1. I need grade levels to select 3-5 photos and email them to me
  - 2. Typed drafts will be returned to grade levels for approval at/before February staff meeting
  
- B. SPSA Goals (15 minutes max)
  - 1. Search your drive for "SPSA Goals 2018-2019"
  - 2. Include data from relevant assessments
  - 3. Our SPSA goals are measurable and data-driven
  
- C. Wish List to preceding grade
  - 1. Grade level Common Core standards and expectations are established
  - 2. What are the "unspoken" expectations for our campus?
  - 3. Purpose is internal document for staff
  
- D. Community-building and/or School Climate projects
  - 1. Each grade level creates two activities for the remainder of the year
  - 2. First- purpose is to mix current students to create cohesive group
  - 3. Art project (mural?- Suzi share class project)
  
- E. District Plan for Comprehensive Collaboration/Communication between grade levels



## Gravenstein Elementary School February 6, 2019 Staff Meeting

**\*\*Quick GUTA message- meeting to follow staff meeting\*\***

- I. Safety Follow-up
  - A. Safety "walk-through" with Michael Johnson on Wednesday, Feb 13 at 2:30.
  - B. Window covering style/color confirmed! Brian is working on obtaining the bid and will then, due to amount, it will be submitted for board approval
  
- II. Staffing Update
  - A. Luke Bailey, IA in grades 3-5 and Hillcrest PM Beyond-the-Bell
  - B. Suzanne Arnold, Nurse, has accepted the position- 1.5 days/week between two campuses
  - C. Rhonda Novak, library assistant
  - D. Meagann Young, IA substitute
  - E. Still looking for additional IA position.
  
- III. Office Reminders
  - A. Renee- Thank you for getting all ISPs through December turned in. Please stay up on the January and February ones.
  - B. Wanda- Visit CTC to double check that your credential has been connected to Sonoma County (mainly a message to newer employees)
  - C. District- We want you to have the supplies you need! Eva is working hard to fill requisitions in a timely manner. Remember- the more detailed and specific you are in the req, the easier it is for her to order.
    1. If there are materials that you need/want and aren't sure how to obtain the items (GSF, GUSD, grant), please let me know!
  - D. ISP clarification
    1. TK-grade 3: 5 days
    2. Grade 4-8: 10 days
    3. Anything over those dates needs a parent letter to Supt asking for special circumstances before she can approve
    4. "Sample" of work is required for the ISP file, not ALL of it.
  
- IV. Open House
  - A. 5:00-6:00
  - B. Students welcome and/or encouraged
  - C. Remember, this is traditionally a time that parents and students go into the next year's classrooms. With the shift to a single program, parent attention may increase (from 2 to now 4 "options")

- D. April 17 (Wednesday) for grades 2/3
- E. April 24 (Wednesday) for grades 4/5
- F. April 25 (Thursday) for grades TK/K/1

V. Staff Interest and Intent Forms

- A. Return to District Office (Wanda) as soon as possible.
- B. If interested in additional activities with stipends, please indicate (GATE, Student Council, Yearbook). It is not necessary to indicate stipend for overnight field trips.

VI. Committees?

- A. SEL
- B. 3-5 Playground
- C. Science Text adoption

VII. Grade Level Collaboration and cross-grade sharing

A. SPSA Goals

Search your drive for "SPSA Goals 2018-2019"

Present/Share with staff:

1. How initial baseline data was gathered?
2. Goal for 2018-2019
3. Progress on goal

B. Community-building and/or School Climate projects

- a) Project idea
- b) timeline

C. Enrichment/Special Activity worksheet

D. If time... Wish List to preceding grade

## Grade Level Discussion on Enrichment/Special Activities

Grade level \_\_\_\_\_

I know that there are many questions as we continue to move forward with planning for next year. Your input, advice, and thoughts on how to proceed are valuable and I want to hear them. My goal for this simple worksheet is for you to dive a bit deeper into the specifics of what you envision for your grade level.

\*\* These are for discussion only. Any proposals will be discussed with the Supt and brought to GUTA negotiators for discussion and agreement.

Keri share possible Library (TK-5) and Music/Band (grades 4-5) idea.

When discussing what is an ideal Enrichment/Special Activities Schedule for your grade, remember to consider:

- As a multiple subject teacher, you are the one ultimately responsible for all instruction content. Many SAs support and supplement your curriculum, but they are not replacing you.
- consider the subject, not one specific instructor (ie art- 3 instructors on this campus)
- instructor availability
- developmental readiness for content
- frequency

Consider: fine motor, gross motor, music, and ....

Trimester 1					
Trimester 2					
Trimester 3					



**Classified Salary & Benefit Estimate for 1  
Instructional Aid**

\$	26,360.81	Salary	
	2019-20		
	0.207 PERS	\$	5,456.69
	0.062 OASDI	\$	1,634.37
	0.0005 SUI	\$	13.18
	0.0099 WC	\$	260.97
	0.0145 Medi	\$	382.23
	0.2939 Total		
\$	7,747.44	Mandatory Expenses	
\$	8,735.00	Health Benefits	
\$	26,360.81	Salary	
\$	<b>42,843.26</b>	<b>Total Salary &amp; Benefit Cost</b>	

CBO Report for Board Meeting 2/12/19

Highlights from the 2019-20 Governor's Budget Presentation

"Newsom's first budget proposal attempts to balance fiscal prudence and progressive ambition"

- ❖ Funding outside of Prop 98 for school employer CalSTRS contributions great for schools
- ❖ Projections for California economy include slowing of employment and payroll in 2020 to .8%, down from 1.8% in 2019
- ❖ Volatility in revenue a definite concern
- ❖ Estimated annual revenue drop of \$25 billion in a recession (currently about \$18.5 billion available in case of emergency or recession), overall in a better position than in previous recession due to sustained economic growth and the building of reserves
- ❖ \$4.8 billion set to pay down the state's unfunded retirement liabilities
  - \$3 billion for CalPERS & 1.8 billion for CalSTRS
- ❖ Much needed increase for Special Education Funding
  - \$576 million for expanded services & support
  - \$127.6 million for 3.46% COLA
- ❖ Prop 51 (2016) Bond sales
  - \$1.5 billion proposed for 2019-20 (increase of \$906 million over prior year)
  - \$1.2 million to fund positions at OPSC to expedite applications

## SSC School District and Charter School Financial Projection Dashboard 2019-20 Governor's Proposed State Budget

This version of SSC's Financial Projection Dashboard is based on the 2019-20 Governor's State Budget proposal. We have updated the cost-of-living adjustment (COLA), Consumer Price Index (CPI), and ten-year T-bill planning factors per the latest economic forecasts. We have also updated the Local Control Funding Formula (LCFF) factors. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are general guidelines.

<b>LCFF ENTITLEMENT FACTORS</b>				
<b>Entitlement Factors per ADA</b>	<b>K-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9-12</b>
2018-19 Base Grants	\$7,459	\$7,571	\$7,796	\$9,034
COLA at 3.46%	\$258	\$262	\$270	\$313
2019-20 Base Grants	\$7,717	\$7,833	\$8,066	\$9,347
Grade Span Adjustment Factors	10.4%	-	-	2.6%
Grade Span Adjustment Amounts	\$803	-	-	\$243
2019-20 Adjusted Base Grants	\$8,520	\$7,833	\$8,066	\$9,590
Supplemental Grants (% Adj. Base)	20%	20%	20%	20%
Concentration Grants	50%	50%	50%	50%
Concentration Grant Threshold	55%	55%	55%	55%

<b>LCFF DARTBOARD FACTORS</b>					
<b>Factors</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Department of Finance Gap Funding Percentage	100.00%	-	-	-	-
COLA <sup>1,2</sup>	3.70%	3.46%	2.86%	2.92%	2.90%

<b>PLANNING FACTORS</b>						
<b>Factors</b>		<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Statutory COLA <sup>3</sup>		2.71%	3.46%	2.86%	2.92%	2.90%
California CPI		3.58%	3.18%	3.05%	2.92%	3.15%
California Lottery	Unrestricted per ADA	\$151	\$151	\$151	\$151	\$151
	Restricted per ADA	\$53	\$53	\$53	\$53	\$53
Mandate Block Grant (District)	Grades K-8 per ADA	\$31.16	\$32.24	\$33.16	\$34.13	\$35.12
	Grades 9-12 per ADA	\$59.83	\$61.90	\$63.67	\$65.53	\$67.43
Mandate Block Grant (Charter)	Grades K-8 per ADA	\$16.33	\$16.90	\$17.38	\$17.89	\$18.41
	Grades 9-12 per ADA	\$45.23	\$46.79	\$48.13	\$49.54	\$50.98
One-Time Discretionary Funds per ADA		\$184	-	-	-	-
Interest Rate for Ten-Year Treasuries		2.87%	3.19%	3.19%	3.20%	3.30%
CalPERS Employer Rate <sup>4</sup>		18.062%	20.70%	23.40%	24.50%	25.00%
CalSTRS Employer Rate <sup>5</sup>		16.28%	17.10%	18.10%	18.10%	17.60%

<b>STATE MINIMUM RESERVE REQUIREMENTS</b>	
<b>Reserve Requirement</b>	<b>District ADA Range</b>
The greater of 5% or \$67,000	0 to 300
The greater of 4% or \$67,000	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 400,000
1%	400,001 and higher

<sup>1</sup>Target for LCFF was achieved in the 2018-19 fiscal year, therefore, any growth in LCFF revenues in future years will be attributable to the application of the COLA to the base grant.

<sup>2</sup>2018-19 rate includes statutory COLA of 2.71% plus an augmentation of 0.99% represented by an additional \$670 million for school districts and charter schools. County offices of education receive only the statutory COLA.

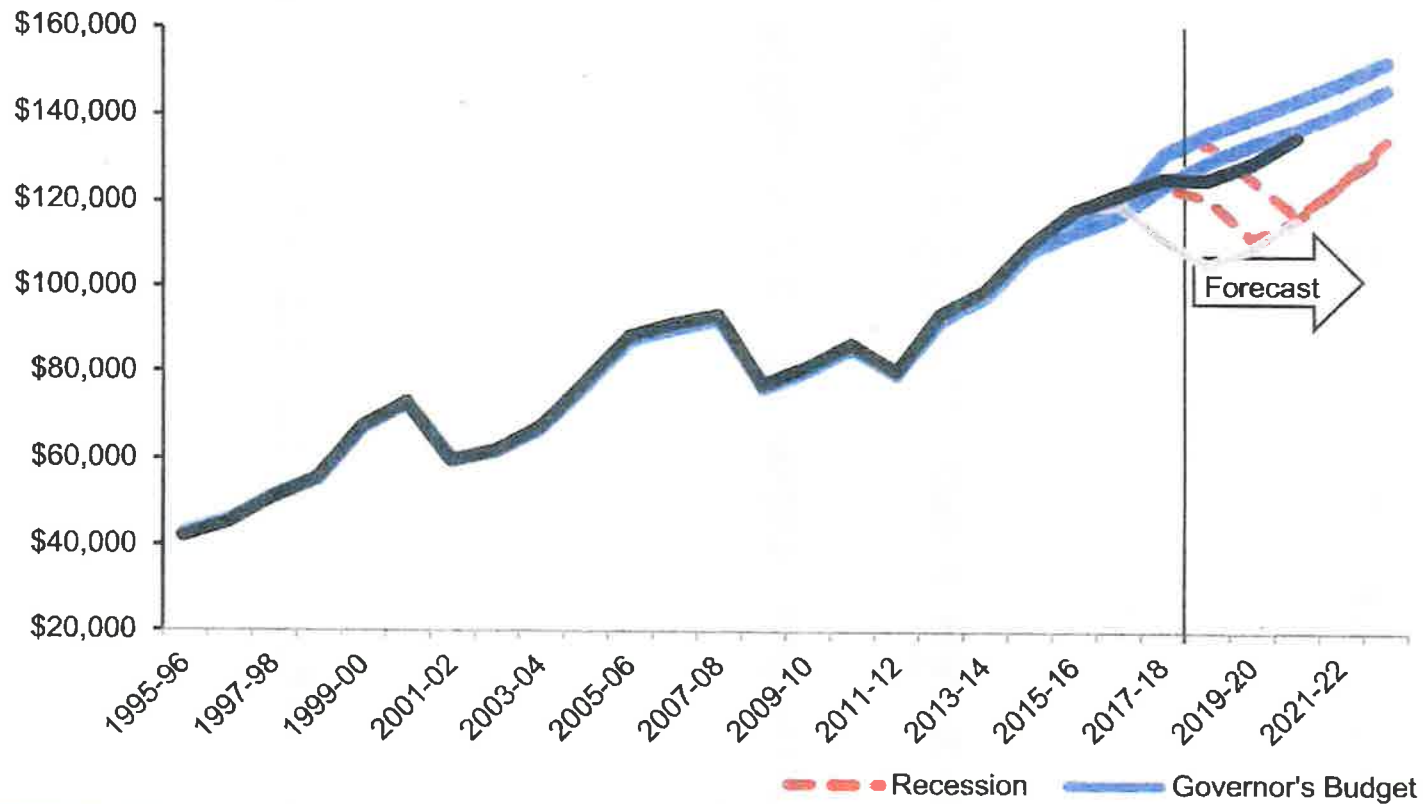
<sup>3</sup>Applies to Special Education, Child Nutrition, Preschool, Foster Youth, American Indian Education Centers/American Indian Early Childhood Education and Mandate Block Grant.

<sup>4</sup>Rate is final for 2018-19 fiscal year.

<sup>5</sup>Rates for 2019-20 and beyond are subsidized in Governor Newsom's Budget Proposal.



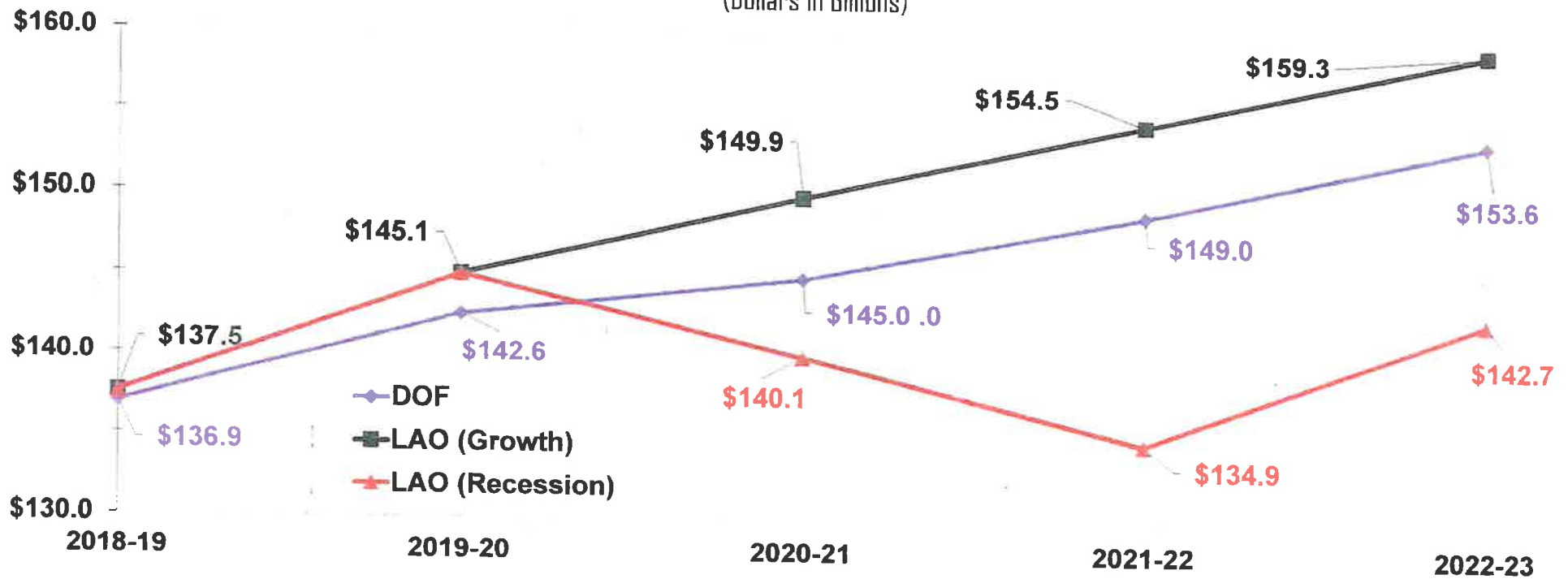
### Annual Revenue Could Drop by over \$25 Billion in a Recession (Dollars in Millions)





# Projected State General Fund Revenues

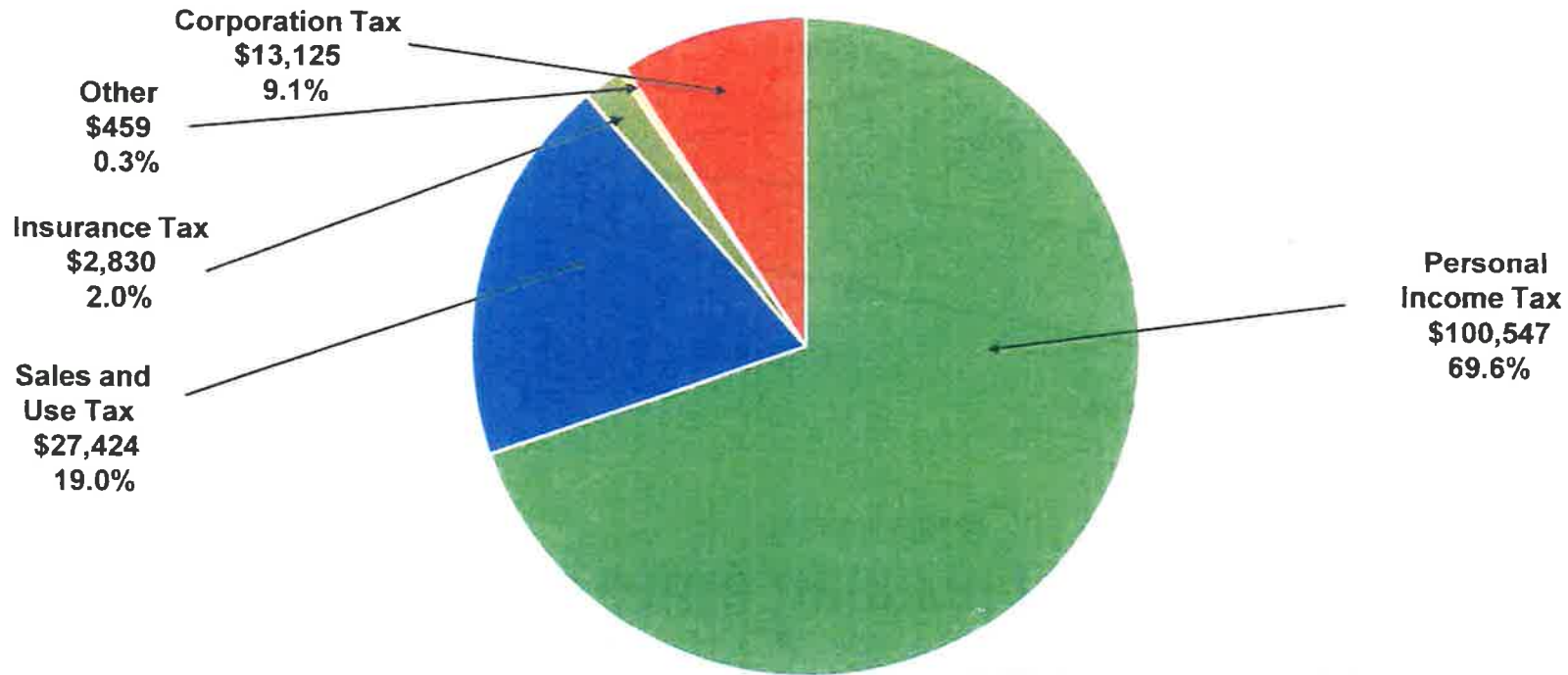
(Dollars in Billions)





# 2019-20 General Fund Revenues - January Budget

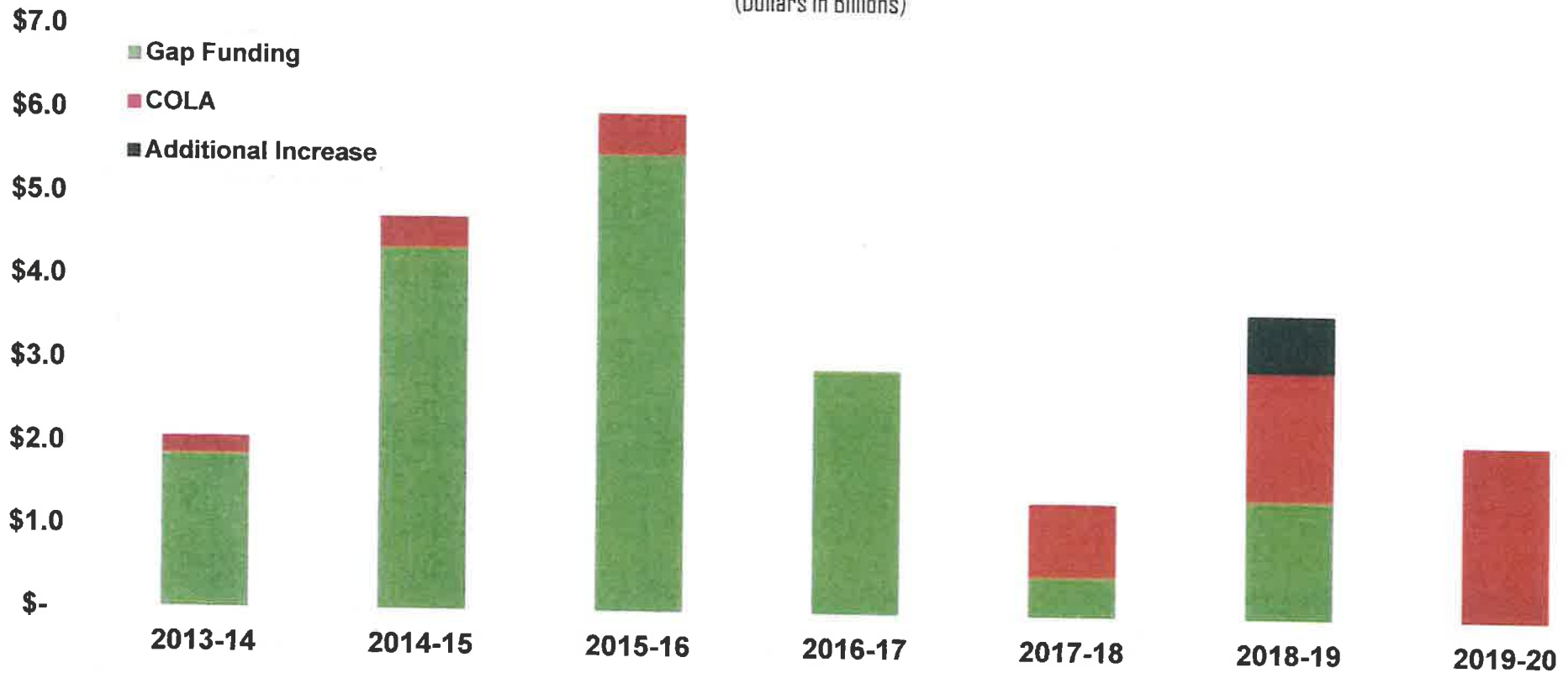
(Dollars in Millions)





# Increases in LCFF Funding

(Dollars in Billions)





## CSBA/ACSA Full & Fair Funding Campaign

- California has largest economy in the nation, 5<sup>th</sup> largest in the world
- Among states, California ranks 41<sup>st</sup> in per-pupil funding when adjusted for cost
  - 48<sup>th</sup> in teachers per students
  - 48<sup>th</sup> in counselors
  - 50<sup>th</sup> in librarians
  - Low 40s in classroom aides, nurses, mental health, principals/vice principals
- In the 1970s California public schools were funded in the top ten of all states, now we are in the bottom ten





## CSBA/ACSA Full & Fair Funding Campaign

- CSBA/ACSA polling shows an opportunity to take ambitious action to close the education funding gap
- STEM, College and Career Readiness and Community Colleges are powerful themes that voters support as part of a measure to increase funding for schools
- Work continues on a ballot measure to increase K-14 funding
- Continue advocacy with the public, employees, community and political leaders
- Sign the petition: [www.fullandfairfunding.org](http://www.fullandfairfunding.org)



## Projected Employer Contribution Rates

### CalSTRS

Fiscal Year	Current (per AB 1469)	Proposed (per Jan. Budget)	Effect of Jan. Budget
2018-19	16.28	16.28	
2019-20	18.13	17.1	-1.03
2020-21	19.1	18.1	-1.0
2021-22	18.2*	17.7*	-0.5
2022-23	18.2*	17.7*	-0.5
2023-24	18.2*	17.7*	-0.5
2024-25	18.2*	17.7*	-0.5
2025-26	18.2*	17.7*	-0.5

### CalPERS

Fiscal Year	Projected Rates
2018-19	18.062
2019-20	20.7*
2020-21	23.4*
2021-22	24.5*
2022-23	25.0*
2023-24	25.5*
2024-25	25.7*
2025-26	25.5*

\* Projected



## District LCFF Entitlement Targets

- Base Grant per ADA (with 3.46% COLA)
  - K-3 = \$7,717 (up \$258)
  - 4-6 = \$7,833 (up \$262)
  - 7-8 = \$8,066 (up \$270)
  - 9-12 = \$9,347 (up \$313)
- Grade Span Adjustments – 10.4% (\$803; up \$27) per K-3 ADA; 2.6% (\$243; up \$8) per 9-12 ADA
- Supplemental Grant = 20% of Adjusted Base Grant
- Concentration Grant = 50% of Adjusted Base Grant
- TIIG and HST Add-ons remain constant



## Special Education

- \$576 million for expanded services and school readiness support
  - \$390 million ongoing and \$186 million one-time
  - Proposes concentration grants for school readiness and early intervention
    - Targeted at LEAs with high percentages of both students with disabilities and unduplicated students
    - Grants may be used to fund special education and school readiness services not currently included in an IEP
  - Language and policy not cooked – further conversations about funding costs of existing services versus supplementing those services
- \$127.6 million for 3.46% COLA



**Board Agenda Calendar 2018—2019**  
**Gravenstein Union School District**

<p>July 2018</p>	<ol style="list-style-type: none"> <li>1. Williams Report for Previous Quarter</li> <li>2. Attendance Projections for Current Year</li> <li>3. Approve Spring Consolidated Application</li> <li>4. Review and Approve Parent Handbook for Current Year</li> <li>5. Review Goals &amp; Accomplishments for Previous Year</li> <li>6. Begin Superintendent Evaluation for Previous Year</li> <li>7. Update Mandatory Board Policies</li> <li>8. Summer School Update (if applicable)</li> </ol>
<p>August 2018</p>	<ol style="list-style-type: none"> <li>1. Begin Development of Goals and Objectives for Current Year</li> <li>2. Complete Superintendent Evaluation for Previous Year</li> <li>3. Review and Approve Field Trips for Current Year</li> </ol>
<p>September 2018</p>	<ol style="list-style-type: none"> <li>4. Review and Approve Unaudited Actuals for Prior Year (by 9/15)</li> <li>5. Adopt Gann Limit (by 9/30)</li> <li>6. Budget Update</li> <li>7. Report on School Opening and Attendance</li> <li>8. Approve Site Plan if appropriate</li> <li>9. State Testing Report</li> <li>10. Complete Goals &amp; Objectives for Current Year (if necessary)</li> </ol>
<p>October 2018</p>	<ol style="list-style-type: none"> <li>1. Williams Report for Previous Quarter</li> <li>2. Budget Update</li> <li>3. Public Hearing and Approve Resolution on Sufficiency of Instructional Materials</li> <li>4. Certification of Compliance with Standards-Aligned Instructional Materials</li> <li>5. Continue to review Board Policy</li> </ol>
<p>November 2018</p>	<ol style="list-style-type: none"> <li>1. Approve Resolution on Accounting of Developer Fees</li> <li>2. Continue to Review Board Policies</li> </ol>
<p>December 2018</p>	<ol style="list-style-type: none"> <li>1. Board Reorganization</li> <li>2. Review and Approve 1<sup>st</sup> Interim Budget Report (by 12/15)</li> <li>3. Discuss Kindergarten Registration and Promotional Events</li> </ol>

<p><b>January 2019</b></p>	<ol style="list-style-type: none"> <li>1. Williams Report for Previous Quarter</li> <li>2. Set Deadlines for Charter School Admissions and Lotteries</li> <li>3. Budget Update</li> <li>4. Acceptance of Financial Audit for Previous Year (by 1/31)</li> <li>5. Enrollment and Staffing Projections for Upcoming Year</li> </ol>
<p><b>February 2019</b></p>	<ol style="list-style-type: none"> <li>1. Review and Approve School Accountability Report Cards</li> <li>2. Review and Approve District Safety Plan for Upcoming Year</li> <li>3. Update Educator Effectiveness Plans for Current Year</li> </ol>
<p><b>March 2019</b></p>	<ol style="list-style-type: none"> <li>1. Employment Lay-off/Non-reelect Notices (if necessary—by 3/15)</li> <li>2. Staff Contracts for Psychologist, Nurse, Art, Speech Therapist etc. for Upcoming Year</li> <li>3. Review / Approve 2<sup>nd</sup> Interim Budget Report for Current Year (by 3/17)</li> <li>4. Approve Consolidated Application for Upcoming Year</li> <li>5. Approve Single Plan for Student Achievement (SPSA)</li> <li>6. Update Enrollment and Staffing Projections for Upcoming Year</li> <li>7. 5 Year Deferred Maintenance Plan (if applicable)</li> <li>8. REACH MOU Update for Upcoming Year</li> <li>9. Approve District Calendar for Upcoming Year</li> </ol>
<p><b>April 2019</b></p>	<ol style="list-style-type: none"> <li>1. Williams Report for Previous Quarter</li> <li>2. Approve Auditor Contract for Upcoming Year(s)</li> <li>3. End of the Year Events Calendar</li> <li>4. GUTA Sunshines Contract Proposal for Upcoming Year</li> </ol>
<p><b>May 2019</b></p>	<ol style="list-style-type: none"> <li>1. Final Lay-off Notices to Certificated Staff (if necessary—by 5/15)</li> <li>2. Update Enrollment and Staffing Projections for Upcoming Year</li> <li>3. Review Summer Maintenance Plans (Paving, painting, etc.)</li> <li>4. Approval of the Hillcrest Promotion List</li> <li>5. Board Sunshines District Contract Proposal for Upcoming Year</li> </ol>
<p><b>June 2019</b></p>	<ol style="list-style-type: none"> <li>1. Public Hearing and Adoption of LCAP/Budget for Upcoming Year (by 6/30—requires two separate meetings)</li> <li>2. Adopt Education Protection Account (EPA) Resolution</li> </ol>





Gravenstein Union School District

February 2019	TK	K	1	2	3	4	5	6	7	8	Totals
Teachers	21										
Tomsky	21										
Trivunovic		19									19
Redfern		20									20
Crandall		20									20
Briggs		19									19
Delloso			19								19
Clement			18								18
Candau ENRICH!			19								19
Lannon ENRICH!			19								19
Otterson				17							17
Sprinkle				19							19
DeBolt ENRICH!				19							19
Basque ENRICH!				20							20
Barrera					15						15
Haas					14						14
Mattish ENRICH!					24						24
Nordstrom ENRICH!					24						24
Martinez						19					19
Carey						20					20
Sully ENRICH!						22					22
Brown ENRICH!						21					21
Grimm							21				21
Squires							23				23
Gorman ENRICH!							26				26
Hansen ENRICH!							24				24
Helton								11			11
Kinman								12			12
Dexter ENRICH!								24			24
Rich ENRICH!								23			23
McDowell									21		21
Sotiras									20		20
Collins ENRICH!									27		27
Clements ENRICH!									25		25
Cole										18	18
Jex-Lewis										5	5
Blanco										26	26
Johnson ENRICH!										20	20
Sporrer ENRICH!										17	17
Parsons CDS				1							1
Home & Hospital					1						1
Community Day School				1							1
<b>Gravenstein Campus</b>	<b>21</b>	<b>78</b>	<b>75</b>	<b>75</b>	<b>78</b>	<b>82</b>	<b>94</b>				<b>503</b>
<b>Hillcrest Campus</b>								<b>70</b>	<b>93</b>	<b>86</b>	<b>249</b>
February 2019	21	78	75	76	78	82	94	70	93	86	753
February 2018	22	60	78	81	81	91	76	86	91	77	743
February 2017	2	97	83	81	82	84	77	80	88	85	759
February 2016	2	96	76	83	72	78	74	88	84	83	736
February 2015	0	94	79	70	70	68	74	70	84	114	723
February 2014	0	101	62	70	65	71	65	72	101	105	712
February 2013	0	81	68	68	61	69	69	85	111	101	713
February 2012	0	80	71	61	66	63	85	90	92	82	690
February 2011	0	66	55	59	51	82	75	84	74	99	645
February 2010	0	56	61	49	76	69	70	66	84	93	624





## Gravenstein Union School District School Supplies and Purchases

*GUSD wants to provide the best possible learning opportunities for all students. We hire innovative staff, adopt rigorous and engaging curriculum, and encourage teachers to seek out materials and projects that will enhance instruction.*

Funding for purchases is drawn from one of four sources:

- District
- GSF Classroom Account (amount rolls over from previous year's unspent balance)
- Field Trip Funds
- Donation/Other (grant recipient, etc)

### Requisition Form (check that box)

- All requests must be pre-approved
- To be used for supplies the district will order on your behalf
- Be as specific as possible with colors, amounts, sizes, etc. If ISBN is available, please include.
- Indicate the fund from which you believe money will be drawn: District, GSF, Field Trip funds, Other/Donation
- One form per vendor
- Examples of Office Depot requisition:
  - 1 pack of 50 12" x 18" turquoise construction paper, ISBN #338731
  - 2 Boxes of 12 binder clips, 2" wide, ISBN #308957
  - 26 Composition notebooks, 8 ½" x 11" black marble cover, ISBN #677703
  - For Office Depot only, leave the price column blank- we receive a school discount

### Reimbursement Form (check that box)

- All requests must be pre-approved
- Make sure to attach an original receipt
- Indicate the fund from which you believe money will be drawn: District, GSF, Field Trip funds, Other/Donation
- If ordered online, the purchase must be delivered to the school address- district open year-round.

Attn: (Your name)  
Gravenstein Elementary School  
3840 Twig Avenue  
Sebastopol, CA 95472

**District is committed to covering necessary curriculum and instructional materials. Examples include, but are not limited to:**

- Student Writing Supplies:
  - Pencils, erasers, dry erase markers, highlighters
  - binder paper, graph paper, composition/spiral notebooks
  - Index cards
  
- Student Art Supplies (remain in the room for all student use):
  - Markers, crayons, color pencils
  - paint
  - construction paper, tag board/poster board
  - Glue bottles, glue sticks, scissors,
  
- Classroom Supplies (remain in the room for all student use)
  - Protractors, compasses, rulers, calculators, scissors
  - Kleenex/tissue, wipes
  
- Teacher Supplies:
  - dry erase markers/erasers,
  - staples/stapler, tape/tape dispenser, rubber bands, paper clips
  - file folders, curriculum binders
  - Project tape (painter's, masking, packing/duct)
  - Chart paper

(\*We often ask families to donate many of these above items to the classroom or to provide these materials for their own child's use.)

**Materials often purchased through GSF/Classroom Fund:**

- Bean bags, decorative carpet, pillows, inspirational posters
- Unique art supplies (feathers, clothespins, felt, oil pastels, fabric paint, tie dye)
- Holiday project supplies: frames, mason jars, scrapbooking paper, etc.
- ink/supplies for personal printer in classroom
- Laminating materials/supplies for personal machine
- Reading books for classroom library
- Photograph printing for class projects
- Storage containers for classroom supplies
- Classroom rewards/prize box supplies (includes stickers, stamps)
- Class set of binders (for single year use)

**Any parts/materials necessary for *district equipment* (ELMO, Chromebooks, etc) can be requested using a work order.**

Balances through June

Fiscal Year 2018/19

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>						
4310	Instructional Mat'ls&supplies		26,551.76	576.11	7,158.50	18,817.15
	<b>Total for Expense accounts</b>	<b>.00</b>	<b>26,551.76</b>	<b>576.11</b>	<b>7,158.50</b>	<b>18,817.15</b>
	<b>Total for Org 020, Fund 01 and Expense accounts</b>	<b>.00</b>	<b>26,551.76</b>	<b>576.11</b>	<b>7,158.50</b>	<b>18,817.15</b>

Balances through June (12)					Fiscal Year 2018/19	
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>						
01- 9251- 0- 1110- 1000- 4310- 105- CLEK	Instructional M,Instructi		434.40		164.36	270.04
01- 9251- 0- 1110- 1000- 4310- 105- DELL	Instructional M,Instructi		363.12	188.33		174.79
<b>Total for Fund 01 and Expense accounts</b>		<b>.00</b>	<b>797.52</b>	<b>188.33</b>	<b>164.36</b>	<b>444.83</b>
<b>Fund 03 - GEC</b>						
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
03- 9251- 0- 1110- 1000- 4310- 103- BARR	Instructional M,Instructi		478.07		171.38	306.69
03- 9251- 0- 1110- 1000- 4310- 103- BASQ	Instructional M,Instructi		629.29	5.83	113.68	509.78
03- 9251- 0- 1110- 1000- 4310- 103- BRI G	Instructional M,Instructi		805.07	30.85	672.88	101.34
03- 9251- 0- 1110- 1000- 4310- 103- BRWN	Instructional M,Instructi		736.94		85.91	651.03
03- 9251- 0- 1110- 1000- 4310- 103- CAND	Instructional M,Instructi		485.02			485.02
03- 9251- 0- 1110- 1000- 4310- 103- CARE	Instructional M,Instructi		561.61		31.54	530.07
03- 9251- 0- 1110- 1000- 4310- 103- debo	Instructional M,Instructi		453.90			453.90
03- 9251- 0- 1110- 1000- 4310- 103- EVAN	Instructional M,Instructi		456.00	54.24	125.41	276.35
03- 9251- 0- 1110- 1000- 4310- 103- GORM	Instructional M,Instructi		367.52	25.41	204.38	137.73
03- 9251- 0- 1110- 1000- 4310- 103- GRI M	Instructional M,Instructi		350.00	25.41	123.34	201.25
03- 9251- 0- 1110- 1000- 4310- 103- HAAS	Instructional M,Instructi		787.36		334.28	453.08
03- 9251- 0- 1110- 1000- 4310- 103- HANS	Instructional M,Instructi		696.49	25.41	632.99	38.09
03- 9251- 0- 1110- 1000- 4310- 103- KCRA	Instructional M,Instructi		891.62		219.37	672.25
03- 9251- 0- 1110- 1000- 4310- 103- LANN	Instructional M,Instructi		350.00			350.00
03- 9251- 0- 1110- 1000- 4310- 103- LLAB	Instructional M,Instructi		1,172.00	56.13	52.89	1,062.98
03- 9251- 0- 1110- 1000- 4310- 103- MART	Instructional M,Instructi		546.14		31.54	514.60
03- 9251- 0- 1110- 1000- 4310- 103- MATT	Instructional M,Instructi		791.14		390.48	400.66
03- 9251- 0- 1110- 1000- 4310- 103- NORD	Instructional M,Instructi		751.00			751.00
03- 9251- 0- 1110- 1000- 4310- 103- OAKL	Instructional M,Instructi		.31			.31
03- 9251- 0- 1110- 1000- 4310- 103- OTTE	Instructional M,Instructi		693.37			693.37
03- 9251- 0- 1110- 1000- 4310- 103- PE00	Instructional M,Instructi		294.00			294.00
03- 9251- 0- 1110- 1000- 4310- 103- REDF	Instructional M,Instructi		700.00	.01	618.00	81.99
03- 9251- 0- 1110- 1000- 4310- 103- SPAN	Instructional M,Instructi		280.00			280.00
03- 9251- 0- 1110- 1000- 4310- 103- SPRI	Instructional M,Instructi		501.51		421.50	80.01
03- 9251- 0- 1110- 1000- 4310- 103- SULL	Instructional M,Instructi		533.91		199.08	334.83
03- 9251- 0- 1110- 1000- 4310- 103- TOMS	Instructional M,Instructi		350.00			350.00
03- 9251- 0- 1110- 1000- 4310- 103- TRI V	Instructional M,Instructi		882.22		55.76	826.46

Balances through June (12)						Fiscal Year 2018/19	
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance	
<b>Fund 03 - GEC (continued)</b>							
03- 9251- 0- 1110- 1000- 4310- 103- URM	Instructional M,Instructi		732.94	25.41	102.61	604.92	
<b>Total for Fund 03 and Expense accounts</b>		<b>.00</b>	<b>16,277.43</b>	<b>248.70</b>	<b>4,587.02</b>	<b>11,441.71</b>	
<b>Fund 04 - HMC</b>							
04- 9251- 0- 1110- 1000- 4310- 104- bl an	Instructional M,Instructi		610.27			610.27	
04- 9251- 0- 1110- 1000- 4310- 104- CLEM	Instructional M,Instructi		700.00		181.69	518.31	
04- 9251- 0- 1110- 1000- 4310- 104- COLL	Instructional M,Instructi		700.00			700.00	
04- 9251- 0- 1110- 1000- 4310- 104- DCOL	Instructional M,Instructi		541.63			541.63	
04- 9251- 0- 1110- 1000- 4310- 104- dext	Instructional M,Instructi		700.00		257.40	442.60	
04- 9251- 0- 1110- 1000- 4310- 104- GARS	Instructional M,Instructi		199.50		164.53	34.97	
04- 9251- 0- 1110- 1000- 4310- 104- hel t	Instructional M,Instructi		700.00		132.30	567.70	
04- 9251- 0- 1110- 1000- 4310- 104- JLEW	Instructional M,Instructi		424.07		5.77	418.30	
04- 9251- 0- 1110- 1000- 4310- 104- JOHN	Instructional M,Instructi		447.79		449.73	1.94	
04- 9251- 0- 1110- 1000- 4310- 104- KI NM	Instructional M,Instructi		700.00		173.25	526.75	
04- 9251- 0- 1110- 1000- 4310- 104- MCDA	Instructional M,Instructi		199.50		28.97	170.53	
04- 9251- 0- 1110- 1000- 4310- 104- PE00	Instructional M,Instructi		1,050.00			1,050.00	
04- 9251- 0- 1110- 1000- 4310- 104- PRUN	Instructional M,Instructi		482.98			482.98	
04- 9251- 0- 1110- 1000- 4310- 104- ri ch	Instructional M,Instructi		520.57		336.79	183.78	
04- 9251- 0- 1110- 1000- 4310- 104- SAUN	Instructional M,Instructi		220.50		149.14	71.36	
04- 9251- 0- 1110- 1000- 4310- 104- spor	Instructional M,Instructi		580.00		216.77	363.23	
04- 9251- 0- 1510- 1000- 4310- 104- PULL	Instructional M,Instructi		700.00	139.08	310.78	250.14	
<b>Total for Fund 04 and Expense accounts</b>		<b>.00</b>	<b>9,476.81</b>	<b>139.08</b>	<b>2,407.12</b>	<b>6,930.61</b>	
<b>Total for Org 020-Gravenstein Union School District</b>		<b>.00</b>	<b>26,551.76</b>	<b>576.11</b>	<b>7,158.50</b>	<b>18,817.15</b>	

Balances through June						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>						
4310	Instructional Mat'ls&supplies	17,655.00	22,972.19	143.25	22,459.72	369.22
	<b>Total for Expense accounts</b>	<b>17,655.00</b>	<b>22,972.19</b>	<b>143.25</b>	<b>22,459.72</b>	<b>369.22</b>
	<b>Total for Org 020, Fund 01 and Expense accounts</b>	<b>17,655.00</b>	<b>22,972.19</b>	<b>143.25</b>	<b>22,459.72</b>	<b>369.22</b>





**Gravenstein Schools Foundation  
Teacher Mini-Grant Application**

School Year \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

How many students will benefit from this grant? \_\_\_\_\_

How will this project/materials benefit your curriculum/student's education? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your project/program, what sources you plan to use and when it will be implemented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please itemize cost below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total: \$ \_\_\_\_\_

Checks to be made payable to:

\_\_\_\_\_

(Please attach receipts, if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

## Mini-Grant Guidelines

Gravenstein Schools Foundation is providing \$5000 in grant funds for the 2018-2019 school year to interested staff, who develop an approved proposal for a project or experience that will enrich the Gravenstein Union School District community in the academic year. **Grants are awarded on a first come, first served basis, and will be awarded until the total grant amount of \$5000 has been reached.**

1. Applicants must be a current staff member of Gravenstein Union School District.
2. Completed application forms should be turned into Renee Lott at the Gravenstein Elementary school office by the 5th day of the month, in order to be reviewed by the GSF board at that month's board meeting. All requests received after the 5th day of the month will be reviewed at the following month's board meeting.
3. Only after approval by both Superintendent and Principal, will request then be reviewed, discussed and voted on by GSF Board members.
4. Applicants will be notified of approval/denial within two weeks of committee review. If applicable, funds will be distributed at that time.
5. Mini-grant funds will be approved and distributed until all budgeted funds have been allocated. Although it is not our intent to exhaust all available funds early in the academic year.
6. Staff members may receive only ONE grant per school year.
7. There is a \$500.00 limit per mini-grant.
8. All equipment, materials and non-consumable items become the property of Gravenstein Union School District and must stay on campus if/when project is complete or discontinued.
9. Approval of this proposed project is solely for the purpose of awarding a grant. The sponsors shall in no way be liable for injuries or damages from the performance of the proposed project.
10. Please complete both pages of this application and place in the GSF mailbox at Gravenstein School.

Should you have any questions or concerns, please contact GSF at [gsf@grav.k12.ca.us](mailto:gsf@grav.k12.ca.us)

*I have read and agree to abide by the above stated guidelines of the Gravenstein Schools Foundation Mini-Grants.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Board Use Only:

Date Application Received \_\_\_\_\_  
Superintendent Signature \_\_\_\_\_  
Application Status:  Approved  Denied  
GSF President/VP Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_  
Date Of Decision \_\_\_\_\_  
GSF Treasurer Signature \_\_\_\_\_

Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

waiting  
for reply  
10/13

Applicant Name: Suzi Mattish

Email Address: smattish@grav.k12.ca.us

School: Gravenstein Elementary School

Grade: 3rd

How many students will benefit from this grant? my class(20 Students) plus any other class wanting to use. It is geared for 3-5th grade.

How will this project/materials benefit your curriculum/students' education? These materials will allow my students to review what they have already learned and extend their learning on the difference concepts in a highly engaging way. This also promotes critical thinking, problem solving, and allows for collaboration.

Briefly describe your project/program, what sources you plan to use and when it will be implemented:

Each puzzle focuses on an individual subject skill. Students work in teams to solve a series of puzzles or locks using the skills being taught. The puzzles are designed to stimulate and engage using 'game' attributes seen in popular 'escape' rooms and 'amazing race' programs popular in pop culture.

Please itemize cost below:

Set-up costs (items that can be reused): 16 locks @ \$5 each (\$80), 6 'chests' (lockable plastic boxes) @ \$17 each (\$102).

Lesson costs (additional lessons may be needed in the future): 3 lesson packs (puzzles) at \$15 each (\$45).

Total: \$227.00

Checks to be made payable to:  
Suzi Mattish (teacher)  
(Please attach receipts if applicable.)

ESCAPE 3  
first wk of sch 3-5th  
main idea 2nd-3rd  
Place value 3-5

Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.

~~\$151.26~~ (157.44 amazon)

Number patterns 3rd  
Genre Escape 3-5  
Single digit multiply es

For Board Use Only:

Date Application Received: 9/28/17

Superintendent Signature

Principal Signature

Application Approved

Denied

Date of Decision

GSF President/Vice President Signature

GSF Treasurer Signature

delivered 10/19

Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

ordered 10/19

Applicant Name: Stephanie Tomsky Email Address: sreidtomsky@grav.k12.ca.us

School: Gravenstein Grade: TK

How many students will benefit from this grant? all students (currently 16)

How will this project/materials benefit your curriculum/students' education? This timer will provide a visual aide/auditory aide when its time to ~~not~~ change centers/clean up/transition.

Briefly describe your project/program, what sources you plan to use and when it will be implemented:

A big chunk of our morning is rotating between four centers. Currently, I'm using my cell phone to tell them when time is up. It is both startling and sudden.

Please itemize cost below: A visual timer would benefit students having a difficult time transitioning

Learning Resources Time Tracker Visual  
Total: \$ 39.99 Timer: Clock (LER 6900)  
www.learningresources.com

Checks to be made payable to:

(Please attach receipts if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

For Board Use Only:  
Date Application Received: 9/28/17

ML 2759828

Superintendent Signature [Signature]

Principal Signature \_\_\_\_\_

Application Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date of Decision \_\_\_\_\_

GSF President/Vice President Signature \_\_\_\_\_

GSF Treasurer Signature \_\_\_\_\_

Order # 4065821

10/9

Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

Applicant Name: Kory Briggs Email Address: teacherkory16@gmail.com

School: Gravenstein Elementary Grade: Kindergarten

How many students will benefit from this grant? All kindergarten students

How will this project/materials benefit your curriculum/students' education? These games and materials will be used in centers for small group, focused instruction relating to Math and Language Arts Common Core Standards.

Briefly describe your project/program, what sources you plan to use and when it will be implemented:  
All games and resources are from the Teacher Created Resources website. These math and Language Arts games will be used during centers time every week in the kindergarten classrooms.

Please itemize cost below:

Please see attached.

Total: \$ 120.91 + 13.79 Shipping

Checks to be made payable to: Teacher Created Resources  
(Please attach receipts if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

For Board Use Only:

Date Application Received: 9/28/17

Superintendent Signature: [Signature] Principal Signature: \_\_\_\_\_

Application Approved: [Signature] Denied: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

GSF President/Vice President Signature: \_\_\_\_\_ GSF Treasurer Signature: \_\_\_\_\_

waiting for  
Reply 10/13

Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

Applicant Name: Julia Garson Email Address jgarson@grav.k12.ca.us  
School: Hillcrest Middle School Grade: 7

How many students will benefit from this grant? 36

How will this project/materials benefit your curriculum/students' education? This ~~book~~ fictional book is a perfect accompaniment to our literature units. Students will connect literature to real-world events.

Briefly describe your project/program, what sources you plan to use and when it will be implemented:

Students will engage with the text in a variety of group settings. They will use comprehension skills, vocabulary, geography, and presentation skills.

Please itemize cost below:

"A Long Walk to Water: Based on a True Story"  
Linda Sue Park. Paperback edition. ISBN: 978-0547577319

Total: \$ 94.71 Amazon.com Thank you!  
Checks to be made payable to: (21 copies at \$4.51 each)

(Please attach receipts if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

Is that enough copies for 36 kids? 9.5.

For Board Use Only:

Date Application Received: 9/28/17

Superintendent Signature [Signature] Principal Signature \_\_\_\_\_

Application Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date of Decision \_\_\_\_\_

GSF President/Vice President Signature \_\_\_\_\_ GSF Treasurer Signature \_\_\_\_\_

Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

waiting  
for resubmission  
10/13

Applicant Name: Allison Rich Email Address arich@grav.k12.ca.us  
School: Hillcrest Grade: 6  
How many students will benefit from this grant? 26

How will this project/materials benefit your curriculum/students' education? This will benefit my students because I will have a nicely organized desk to stand<sup>at</sup> while teaching. It will help me →

Briefly describe your project/program, what sources you plan to use and when it will be implemented:  
I want a standing desk from IKEA.  
I will use it everyday.

Please itemize cost below:  
Knotten, standing desk; I've included a print out the item

Total: \$ 149

Checks to be made payable to:  
(Please attach receipts if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

For Board Use Only:  
Date Application Received: 9/28/17

Suggest she use her teacher class account  
Does not directly serve student

Superintendent Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_

Application Approved Denied Date of Decision \_\_\_\_\_

GSF President/Vice President Signature \_\_\_\_\_ GSF Treasurer Signature \_\_\_\_\_

Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

Applicant Name: **Mrs. Lynn Martinez**

Email Address: **lmartinez@grav.k12.ca.us**

School: **Gravenstein Elementary School**

Grade: **4th Grade**

How many students will benefit from this grant? **20**

How will this project/materials benefit your curriculum/students' education? **I would like to provide my students the option of a private space for partner work, collaborative discussions, and oral reading fluency practice outside of the classroom environment. By providing seating areas connected to, but outside of, the classroom, students can have additional space to work collaboratively with their peers, share ideas, and practice essential skills without causing or being impacted by distractions within the classroom environment. (See sample image attached)**

Briefly describe your project/program, what sources you plan to use and when it will be implemented: **I would like to purchase two wooden benches to be installed in the bark area along the outside perimeter of room 11. These 'buddy benches' would be painted and decorated by the 4th grade students of room 11 with a project timeline of October - November 2017.**

Please itemize cost below:

<b>48-in brown metal and wood outdoor bench (Walker &amp; Edison)</b>	<b>\$129.00</b>
<b>1 gallon KILZ primer</b>	<b>\$20.00</b>
<b>6 outdoor paint samples (multi-colored)</b>	<b>\$30.00 (6 x \$5)</b>
<b>Water-based acrylic sealant</b>	<b>\$34.00</b>

Total: **\$213.00 (one bench)**

Checks to be made payable to: **Lynn Martinez**  
(Please attach receipts if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

For Board Use Only:

Date Application Received: \_\_\_\_\_

Superintendent Signature

Principal Signature

Application Approved

Denied

Date of Decision

GSF President/Vice President Signature

GSF Treasurer Signature



Gravenstein Schools Foundation  
Mini-Grant Application  
2017-2018 School Year

Applicant Name: **Mrs. Vanessa Nordstrom**

Email Address: **vnordstrom@grav.k12.ca.us**

School: **Gravenstein Elementary School**

Grade: **3rd Grade**

How many students will benefit from this grant? **20**

How will this project/materials benefit your curriculum/students' education? **I would like to provide my students the option of a private space for partner work, collaborative discussions, and oral reading fluency practice outside of the classroom environment. By providing seating areas connected to, but outside of, the classroom, students can have additional space to work collaboratively with their peers, share ideas, and practice essential skills without causing or being impacted by distractions within the classroom environment. (See sample image attached)**

Briefly describe your project/program, what sources you plan to use and when it will be implemented: **I would like to purchase two wooden benches to be installed in the bark area along the outside perimeter of room 12. These 'buddy benches' would be painted and decorated by the 3rd grade students of room 12 with a project timeline of October - November 2017.**

Please itemize cost below:

**48-in brown metal and wood outdoor bench (Walker & Edison) \$129.00**  
**(or similar product at a similar price)**

Total: **\$258.00 (two benches)**

Checks to be made payable to: **Vanessa Nordstrom**

(Please attach receipts if applicable.)

**Please remember to turn in all receipts, even if the check is made payable to you. Gravenstein Schools Foundation Board must collect receipts equal to all monies donated/spent.**

For Board Use Only:

Date Application Received:

9/28/17

Superintendent Signature



Principal Signature

Application  Approved

Denied

Date of Decision

GSF President/Vice President Signature

GSF Treasurer Signature

Mini-Grant Guidelines  
2017-2018 School Year



TV A

**Minutes:**

**REGULAR GOVERNING BOARD**  
**MEETING MINUTES**

**Tuesday, January 15, 2019**  
**5:00 PM**  
**Gravenstein School, Rm. 13**

**I. CALL TO ORDER**

Steven Schwartz, President  
Gregory Appling, Clerk  
Jim Horn, Trustee  
Alexander Kahn, Trustee  
Jennifer Koelemeijer, Trustee

Meeting called to order at 5:04pm by SS, all present except AK (arrived at 5:20)  
Item III. H was moved to reports

**II. PUBLIC COMMENTS**

At this time the public may address the Board on any item not listed on the agenda. Presentations are limited to three minutes per person per topic. The Board may not respond to presentations. The public may address the Board on any item listed on the agenda at the time the matter is taken up by the Board.

1. Presentation was provided by three students on issues related to playground field access during recess. A handout was provided and request made to add this item to the board agenda for February.
2. Parent spoke on the need for shelter for the student pickup line due to rain in winter and sun during the summer
3. Teacher representing the Student Council requested clarification on what public comment and timing related to requesting items be put on the board agenda
4. Teacher noted that her request for a board agenda item related to Early Release Day was not placed on the agenda and requested the board take up this issue as soon as possible.

**III. REPORTS, AND ORAL COMMUNICATIONS**

- A. Gravenstein Union Teachers' Association  
Report was provided in packet. Discussion was held regarding items listed in the report. No action was taken by the board. GUTA provided a donation to Chico Teachers affected by the Camp fire.
- B. GSF/MPF  
GSF provided minutes from their last meeting as a report.  
MPF provided signed MOU and is currently discussing roles of MPF going forward.
- C. Gravenstein Principal's report  
Report was provided in packet. Teacher evaluations in progress and to be completed on time.

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

- D. Hillcrest Principal's report  
Report was provided in packet. Teacher evaluations in progress and to be completed on time.
- E. Trustee Reports
  - I. Complete 700 forms  
Forms to be completed and returned to the CBO by Feb Board meeting.
  - II. Possible workshops for Trustees via School & College Legal Services
    - 1. Interest Based Bargaining 101, Feb 4, 2019 9am-12pm, SCOE
    - 2. Sexual Harassment prevention class March 6, 2019; 9-11am, SCOE
- F. CBO Report
  - I. Update on Food Service Program  
Discussion was held regarding ways to increase participation in the program. Administration assured the board that application was bilingual and options are being provided for all dietary needs that have been raised with administration.
  - II. Governor's budget proposal released in January
- G. Superintendent Report
  - I. Board Agenda Calendar template
  - II. Enrollment update
  - III. Hiring update
    - 1. District Nurse
    - 2. School Counselor
    - 3. Teaching/Student AssistantSuperintendent provided update on the status of higher a new School Counselor and Teaching Assistants (applications have been received). Board raised the concern that due to the enrollment increases over the years whether we needed additional nursing support over what is currently budgeted. Board requested more details on staffing levels needed for next year due to change in program.
  - IV. Marketing
    - 1. Sonoma Family Magazine Jan & Feb 2019 issues
- H. Facilities Report
  - I. Phase 3 –Gravenstein modernization update
    - 1. Gym & kitchen, Learning Lab, Staff Restrooms
  - II. Hillcrest Middle School Improvement Project update
    - 1. Increment #2 solar parking shelter
  - III. Gravenstein Elementary solar project
  - IV. Report from Head of Facility Maintenance
- I. School Site Council
  - I. Next meeting Wed, Jan 23, 2019

**IV. CONSENT AGENDA**

**ACTION ITEM**

- A. Approve agenda order
- B. Minutes of regular meeting Dec 12, 2018 and special meeting Dec 17, 2018

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

- C. Warrants/Payroll
- D. Accept resignation of Rebecca Sonchek, District Nurse, as of Dec 28, 2018.
- E. Approve Amendment to MOU with West County Consortium re Nurse Services
- F. Accept resignation of Amy Gloeckner, District Counselor, as of Jan 18, 2018
- G. Approve Williams Quarterly Report for the period ending Dec 31, 2019
  - a. No complaints
- H. Approve contracts with enrichment providers
  - 1. Stephanie Barclay (Dance) Tri 1 \$3,600 /Tri 2 \$5,300.01
  - 2. Mark Bradski (Mr. Science) Tri 2 \$13,133.34
  - 3. Spencer Burrows (Music) Tri 1 \$4,266.24 / Tri 2 \$5,432.90
  - 4. Natalie Collins (Set Design) Tri 2 \$1,320
  - 5. Christine Cramer (Art) Tri 2 \$7,140
  - 6. Paige Dumont (Coach Paige/Athletic movement) Tri 1 \$5,933.18 / Tri 2 \$6,266.43
  - 7. Margo Perin (Poetry) Tri 2 \$2,475
  - 8. Nancy Prebilich (Drama) Tri 1 \$4,360/ Tri 2 \$2,760
  - 9. Marla Pedersen (Art) Tri 1 \$2,880

Item B was removed from the consent agenda. Concerns were raised by board members related to the lack of details. GA as board clerk to take over handling of providing the board minutes. Item to be voted on separate from Consent agenda.

Item D was not included in the packet. Board requested this be provided at a later date.

Item H was removed from the consent agenda. Concerns were raised over the amounts given to the board to approve being different from the original contracts. Public comment was made around this issue and raised the concern about contractors not being paid during fire closure. MPF has offered to see if they maybe able to assist Administration with this issue. Motion was made to table this issue. Motion JH – Second GA – 5-0

Action taken/comments:

Motion   JH   Second   SS   Vote   5-0  

Action on Item B approval: Motion JH Second SS Vote 3-2 (No's JK and AK)

## V. GENERAL

### A. Consider Next Steps in Rollout of Enrich! to All District TK-8<sup>th</sup> in 2019-20

Background:

At the Dec 12, 2018 GUSD Board meeting, the Board to action to approve the expansion of the Enrich! program to all District students, TK-8<sup>th</sup> grades, beginning in 2019-20.

The Board will receive reports from staff and input from stakeholders as we prepare for the rollout of the Enrich! program to all GUSD students beginning in

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2019-20. The Board may give staff direction and take action on items needed that require Board approval (e.g. marketing; hiring; purchases of curriculum or equipment over \$15,000).

Administration provided feedback on progress made to date and their need to continue to be proactive in addressing the school climate as well as supporting the teachers in their process in developing the program for next year.

The Board requested additional information as well as a written report in the future. The Board also requested that Administration communicate with them as soon as possible on actions and support need from the Board. The Board also spoke on the need for the Board working with GSF and MPF to work to create a culture of communication and inclusion for our parents. The idea of a having additional town halls or listening session was mentioned to help provide parents with a sense of clarity and ownership.

GUTA spoke on past divisions related to the new program and suggested a retreat is needed to help heal the divisions and would be helpful in the planning process

Public encouraged communication via Monday Message, Board messages and the development of a single simply communication process so parents can be informed regarding implementation and donation needs for the coming school year and beyond.

Action taken/comments: No action was taken at this time.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

(Recessed was called by SS returned from recess at 7:32)

**B. Acceptance and Certification of June 30, 2018, Fiscal Year Financial Audit**

The Board will be asked to approve the Financial Audit report prepared by Roatch Accountancy.

Audit information was presented by the CBO to the Board noting there were zero findings. Discussion followed with no changes to the audit.

Action taken/comments:

Motion   JH   Second   JK   Vote   5-0  

**C. Acceptance and Certification of June 30, 2018, Fiscal Year Measure M Bond Financial Audit**

The Board will be asked to approve the Measure M Bond Financial Audit report prepared by Roatch Accountancy.

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Audit information was presented by the CBO to the Board noting there were zero findings. Discussion followed with no changes to the audit.

Action taken/comments:

Motion GA Second JK Vote 5-0

**D. Acceptance and Certification of June 30, 2018, Fiscal Year Measure M Bond Performance Audit**

The Board will be asked to approve the Measure M Bond Performance Audit report prepared by Roatch Accountancy.

Audit information was presented by the CBO to the Board noting there were zero findings. Discussion followed with no changes to the audit. CBO informed that this would be the last audit on this Measure as well as the last Bond Committee meeting.

Action taken/comments:

Motion GA Second JK Vote 5-0

**E. Approve District's School Accountability Report Cards (SARC)**

The Board is asked to approve the School Accountability Report Cards for the District's schools: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School, and Community Day. The SARC must be shared with the school board prior to posting for public viewing on the CDE and District websites by February 1st each year.

Administration presented the SARC and noted items to highlight.

Board noted drop in scores at Hillcrest but noted that SED students are excelling. Board also raised questions about enrollment data in the report. Administration pointed out that this item was pulled from other reports that were beyond the schools ability to edit or control.

Action taken/comments:

Motion JH Second JK Vote 5-0

**F. Voluntary Reduction in Assignment**

The Board is asked to approve Erin Saunders' request to reduce her Spanish Teacher assignment from .63FTE to .51FTE, retroactively to the start of the 2018-19 school year. Ms. Saunders has elected to reduce the extra hours for the ELD instruction portion of the position, but will continue to provide Spanish instruction for 6-8<sup>th</sup> graders.

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Action taken/comments:

Motion from JH to table to February

Motion   JH   Second   SS   Vote   5-0  

**G. Discuss and Consider Approval of Board Committee Structure & Assignment**

Review previous Board sub-committee assignments and set a structure for Board committees going forward.

SS presented the board with several suggested committees. Board members requested time to review the different committees and possible assignments prior to enacting many of the newly suggested committees

Board moved to form the following adhoc committees at this time:

- Enrich for all Rollout Committee (members GA and JK)
- Parent Foundation Combining Committee (members JH and AK)

Action taken/comments:

Motion   GA   Second   JK   Vote   5-0  

**H. Review Staff Performance Evaluation Process**

Review the performance evaluation process for employees.

This was removed from the Agenda as a General Item at the beginning of the meeting, it was intended as simply an update by Superintendent and Principals and was not an action item. This was covered in Reports and Oral Communications

Action taken/comments:

No action was taken on this item

Motion            Second            Vote           

**I. Approve Purchase of Window Coverings – Update/Action**

The Board will be asked to approve the purchase of window coverings. We have selected roller shades for the Hillcrest classrooms. Bids are provided from three approved vendors. The total purchase amount of the window coverings is over \$15,000 and requires Board approval.



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At this time, the Board is asked to approve a bid for window blinds for Hillcrest classes and offices.

Action taken/comments:

Motion AK Second JK Vote 5-0

**VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

GUTA requested that the board discuss the ERD during closed session and render a final decision so planning can be completed and parents notified.

Adjourned to close session at 8:50

**VII. CLOSED SESSION**

**A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:**

1) Public Employee –Hiring:

- a. Beyond the Bell Assistant
- b. Teaching/Student Assistant
- c. District Nurse
- d. School Counselor

2) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent  
Represented Employees: Gravenstein Union Teachers Assoc.

3) Employee Discipline, Release

4) Student Discipline

5) Superintendent Evaluation

**Returned to open session at 10:05pm**

**VIII. OPEN SESSION**

Any reportable action taken during closed session shall be reported when the Board comes back into open session.

Board moved to change the ERD time for Enrich! Program at Hillcrest to 1:30pm for 2018 -2019. Moved: GA Second: JK Vote 4-0-1 (SS abstained)

**IX. FUTURE BOARD MEETINGS:**

**I. Next Regular Board Meeting: Feb 12, 2019 — 5:00 PM**

**X. ADJOURNMENT 10:08pm**

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ADA Compliance: In compliance with Government Code 54954.2(a), the Gravenstein Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. 12132) and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Jennifer Schwinn, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.



IV B

Gravenstein Union School District  
January Payroll Report

February 12, 2019 Regular Board Meeting

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**Certificated Salary & Benefits**

Regular: \$	435,287.98
Supplemental: \$	16,478.27

**Classified Salary & Benefits**

Regular: \$	89,771.61
Supplemental: \$	4,473.71

**Total Salary & Benefits**

\$	546,011.57
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Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1688727	01/04/2019	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	6.56	
			03-5830	Water testing for Gravenstein	75.44	82.00
1688728	01/04/2019	Bsn Sports	04-4310	Basketballs for Hillcrest PE/ Sports		1,063.70
1688729	01/04/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	178.90	
			04-4310	Instructional Supplies for Hillcrest	94.40	
			04-4350	Hillcrest Secretary Supplies	105.52-	
			04-4359	Instructional Supplies for Hillcrest	23.60	191.38
1688730	01/04/2019	Oriental Trading Company	04-4310	Supplies- Student Council	227.84	
				Unpaid Tax	15.62-	212.22
1688731	01/04/2019	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.73	
			03-5520	Light Poles at Grav Elem 2018-19	19.95	21.68
1688732	01/04/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		1,192.24
1688733	01/04/2019	Rohnert Park Gymnastics	03-5826	All Kindergarten - Rohnert Park Gymnastics		400.00
1688734	01/04/2019	School and College Legal	01-5200	Workshop- Advanced Special Education	2.25	
			03-5200	Workshop- Advanced Special Education	27.00	
			04-5200	Workshop- Advanced Special Education	15.75	45.00
1688735	01/04/2019	Stewards of the Coast & Rdws	03-5826	All 5th Gr Stewards of the Coast & Redwoods		1,040.00
1688736	01/04/2019	West County Transportation	03-5826	Bus for 2nd Grade - Mecham Rd. Landfill		131.68
1688737	01/04/2019	Woodwind & Brasswind	04-4400	New Instruments for Hillcrest		4,713.17
1688738	01/04/2019	Stephanie Barclay	03-5830	2018-19 Dance Enrichment Tri 2		1,380.00
1688739	01/04/2019	Mark Bradski	03-5830	Science/STEM Classes Instruction Tri 2		4,166.67
1688740	01/04/2019	Christine A. Cramer	03-5830	Art Enrichment Instructor at GES & HMS		2,040.00
1688741	01/04/2019	Margo Perin	03-5830	2018-19 Contracted Poetry Enrichment Tri 2		675.00
1688742	01/04/2019	Nancy Prebilich	03-5830	2018-19 Drama Enrichment Tri 2		720.00
1688743	01/04/2019	Nancy Ricciardi	03-5830	2018-19 Art Enrichment		4,590.00
1688744	01/04/2019	The Great Burro Studios	03-5830	2018-19 Music Enrichment Tri 2		1,499.88
1688745	01/04/2019	Business Card	01-4362	Fuel for Dist Maint	3.41	
			01-4380	Dist Maint Supplies	36.50	
				Maint at Grav	45.27	
			01-5869	Finance Charge	98.74	
			03-4362	Fuel for Dist Maint	40.91	
			03-4380	Dist Maint Supplies	438.08	
				Maint at Grav	520.52	
			04-4362	Fuel for Dist Maint	23.87	
			04-4380	Dist Maint Supplies	255.54	1,462.84

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ESCAPE ONLINE

Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

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1688746	01/04/2019	Advanced Security Systems	01-5830	Fire Alarm Monitoring 2018-19	7.56	
			03-5830	Fire Alarm Monitoring 2018-19	86.94	94.50
1688747	01/04/2019	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		82.00
1688748	01/04/2019	Compliance Signs, Inc.	01-5620	Signs for School Campuses	9.70	
			03-5620	Signs for School Campuses	116.49	
			04-5620	Signs for School Campuses	67.96	
				Unpaid Tax	13.65-	180.50
1688749	01/04/2019	Office Depot	01-4400	District Office Supplies	1.06	
			03-4400	District Office Supplies	12.63	
			04-4400	District Office Supplies	7.37	21.06
1688750	01/04/2019	Pacific Gas & Electric	01-5520	Electric and Gas for 2018-19 Gravenstein	223.71	
			03-5520	Electric and Gas for 2018-19 Gravenstein	2,574.90	
			04-5520	Electric and Gas for 2018-19 @ Hillcrest	2,944.80	
				Electric and Gas for 2018-19 Gravenstein	32.20	5,775.61
1688751	01/04/2019	SmartSign	01-4380	Parking Signs and Stands for Gravenstein	32.16	
			03-4380	Parking Signs and Stands for Gravenstein	369.74	
				Unpaid Tax	30.20-	371.70
1688752	01/04/2019	Verizon	01-5912	Sup't Phone & Tablet Service for 2018-19	5.06	
			03-5912	Sup't Phone & Tablet Service for 2018-19	60.71	
			04-5912	Sup't Phone & Tablet Service for 2018-19	35.42	101.19
1689781	01/09/2019	Ally Technology Consulting LLC	01-5840	IT Consultant 2018-19	137.50	
			03-4440	Chromebooks for Gravenstein and Hillcrest	4,418.53	
			03-5840	IT Consultant 2018-19	1,650.00	
			04-4440	Chromebooks for Gravenstein and Hillcrest	11,740.28	
			04-5840	IT Consultant 2018-19	962.50	
			12-4440	Chromebooks for Gravenstein and Hillcrest	631.22	19,540.03
1689782	01/09/2019	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)	1,250.37	
				Modernization - Hillcrest Middle Improvements	196.69	1,447.06
1689783	01/09/2019	Calif Dept of Education	40-6230	Review of Plans and Specifications SA# 57/70714-11		1,341.32
1689784	01/09/2019	Yalid M. Cortes Galvan	04-5880	Volleyball Referee 10/29/2018		10.00
1689785	01/09/2019	Counterpoint Construction Services, Inc.	40-9510	Gravenstein -Phase 3 Project Document Control		910.00
1689786	01/09/2019	Jurman Medical Association Ern	01-5830	First Aid Class 12/13/2018		1,600.00
1689787	01/09/2019	Lattice Educational Services	01-5100	Special Ed Services	1,195.94	
			01-5810	Special Ed Services	1,797.74	2,993.68

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Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1689788	01/09/2019	The Program, Youth Skill Dev	03-5830	2018-19 Athletic Enrichment Tri 2		1,349.95
1689789	01/09/2019	West County Athletic League	04-5300	Athletic Fees and Dues July 2018-Dec. 2018		455.00
1690533	01/11/2019	John I. Collins	04-5826	Japanese Tea Garden		189.00
1690534	01/11/2019	Banner Bank	40-6200	5% Retention for Gravenstein Phase III		395.65
1690535	01/11/2019	Brimar Industries	01-4380	Safety Signs for Campus	13.47	
			03-4380	Safety Signs for Campus	154.89	
1690536	01/11/2019	J. Stanley Correia		Unpaid Tax	11.66-	156.70
			01-5830	2018-19 Special Ed Psych Services	18.75	
			03-5830	2018-19 Special Ed Psych Services	225.00	
			04-5830	2018-19 Special Ed Psych Services	131.25	375.00
1690537	01/11/2019	GCCI INC.	40-6200	Gravenstein Elementary School Phase III		7,517.41
1690538	01/11/2019	Koala Tee Screenprinting	04-4310	Student Council T-Shirts	323.02	
				Unpaid Tax	24.27-	298.75
1690539	01/11/2019	Monterey Bay Aquarium	04-5826	7th Grade Monterey Field Trip		7,125.00
1690540	01/11/2019	Office Depot	01-4350	District Office Supplies	14.30	
			03-4350	District Office Supplies	171.46	
			04-4350	District Office Supplies	100.02	
				School Secretary/Classroom Supplies-Hillcrest	123.36	
			04-4359	School Secretary/Classroom Supplies-Hillcrest	87.39	496.53
1690541	01/11/2019	Quill Corp	04-4350	Paper Cutter and Shredder		130.64
1690542	01/11/2019	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1690543	01/11/2019	SyTech Solutions	01-5830	Document Management Services 2018-19	12.52	
			03-5830	Document Management Services 2018-19	150.31	
			04-5830	Document Management Services 2018-19	87.67	250.50
1690544	01/11/2019	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2018-19	35.28	
			03-5631	Copier Lease for Schools and DO for 2018-19	423.38	
			04-5631	Copier Lease for Schools and DO for 2018-19	246.97	705.63
1690545	01/11/2019	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2018-19	18.40	

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ESCAPE ONLINE

Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1690545	01/11/2019	Weeks Drilling & Pump Co. Inc.	03-5530	Gravenstein Elem Water Service for 2018-19	211.60	
			04-5530	Hillcrest Water Service for 2018-19	230.00	460.00
1691265	01/16/2019	Erin P. Saunders	01-9213	December- Replace lost paycheck		3,389.21
1691266	01/16/2019	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	24.79	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	295.62	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	147.33	
				Hillcrest AT&T CALNET 3 Charges 2018-19	58.89	526.63
1691267	01/16/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		326.50
1691268	01/16/2019	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2018-19		598.20
1691269	01/16/2019	Sharon A Gowan	03-5825	Advertising Family Life- Gravenstein		1,660.00
1691270	01/16/2019	McGraw-Hill School Education	01-4110	Open Court ELA Grades K-5 Account #247107	7.21	
			03-4110	Open Court ELA Grades K-5 Account #247107	136.90	144.11
1691271	01/16/2019	Miller Pacific Eng Group	40-6230	Hillcrest Improvements Phase IV - Geotechnical Eng		5,700.00
1691272	01/16/2019	SWRCB Accounting Office Drinking Water Program Fees	01-5530	Gravenstein Water Sys Fees 2018-19	55.72	
			03-5530	Gravenstein Water Sys Fees 2018-19	740.28	
			04-5530	Hillcrest Water Sys Fees 18-19	578.00	1,374.00
1691273	01/16/2019	Teachers' Curriculum Institute	04-4110	Hlstory Alive! 8th Grade Social Studies-Cole		268.11
1691274	01/16/2019	Allison N. Brown	03-5826	Gold Country- Reimb. Campground Fee		155.00
1691275	01/16/2019	Suzanne M. Mattish	03-4310	REimb. Teachers Pay Teachers		85.12
1691276	01/16/2019	Calif Dept of Parks and Rec	03-5826	Petaluma Adobe 4th grade		160.00
1691277	01/16/2019	California School Boards Assoc	01-5830	Actuarial Report	93.75	
			03-5830	Actuarial Report	1,125.00	
			04-5830	Actuarial Report	656.25	1,875.00
1691278	01/16/2019	Emma Castleberry	04-5880	Volleyball Game 7/8th 12/19/2018		25.00
1691279	01/16/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		128.50
1691280	01/16/2019	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for volunteers 2018-19	1.60	
			03-5862	Fingerprinting for volunteers 2018-19	19.20	
			04-5862	Fingerprinting for volunteers 2018-19	11.20	32.00
1691281	01/16/2019	Grainger Inc.	01-4370	Furnace Filters for Grav and HC	14.27	
			03-4370	Furnace Filters for Grav and HC	164.30	

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Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1691281	01/16/2019	Grainger Inc.	04-4370	Furnace Filters for Grav and HC	257.06	435.63
1691282	01/16/2019	The Walt Disney Family Museum	04-5826	8th E! Field Trip on 3/14/2019 to SF		450.00
1691283	01/16/2019	ACSIG	01-9573	Employee's Dental Plan Coverage 2018-19		8,013.20
1691284	01/16/2019	Sergio Aguirre	04-5880	Volleyball game 12/12/2018		25.00
1691285	01/16/2019	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2018-19		43,416.00
1691286	01/16/2019	Petaluma Wildlife Museum	03-5826	Petaluma Wildlife and Natural Science Museum		385.00
1691287	01/16/2019	Lyla Thiele	04-5880	Volleyball Referee		25.00
1691288	01/16/2019	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,830.40
1693659	01/25/2019	Elizabeth A. Kinman	04-4310	Reimb.-Dance Decorations		17.88
1693660	01/25/2019	AT&T	01-5620	Maintenance Contract for Gravenstein Phone System	94.78	
			03-5620	Maintenance Contract for Gravenstein Phone System	1,089.98	1,184.76
1693661	01/25/2019	Drapes & More Interiors	14-5830	Gym Upper Curtains/Rm 10 Drapery & Hardware		5,300.00
1693662	01/25/2019	Marin Shakespeare Company	04-5826	Romeo and Juliet Performance for HC 3/15/2019		200.00
1693663	01/25/2019	Office Depot	04-4350	School Secretary Supplies-Hillcrest		30.79
1693664	01/25/2019	Pacific Environmental Ed Center	03-5826	4th Field Trip 3/14-16/19 Martinez/Carey		1,000.00
1693665	01/25/2019	Safeway	12-4390	Daycare Supplies & Snacks for 2018-19		158.57
1693666	01/25/2019	School Nurse Supply, Inc	04-4390	School Nurse Supplies- Hillcrest		57.61
1693667	01/25/2019	Stephen Roatch Accountancy	01-5821	2017-18 Audit Contract	83.00	
				2017/18 Bond Audit	137.50	
			03-5821	2017-18 Audit Contract	1,012.60	
				2017/18 Bond Audit	1,677.50	
			04-5821	2017-18 Audit Contract	564.40	
				2017/18 Bond Audit	935.00	4,410.00
1693668	01/25/2019	The Tech Museum of Innovation	04-5826	The Tech Museum of Innovation - 7th Grade Trip		843.00
1693669	01/25/2019	Westminster Woods	04-5826	ENRICH! 7th Westminster Woods 9/20/2018		204.75
1693670	01/25/2019	Suzanne M. Mattish	03-4310	Reimb. for class supplies		88.97
1693671	01/25/2019	Sara K. Crandall	03-4310	Reimb. Class Supplies		31.16
1693672	01/25/2019	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	890.77	
			04-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	619.73	1,510.50
1693673	01/25/2019	Mark Bradski	03-5830	Science/STEM Classes Instruction Tri 2		200.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Page 5 of 7

Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1693674	01/25/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		81.50
1693675	01/25/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2018-19		13.71
1693676	01/25/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	186.31	
			04-4310	Instructional Supplies for Hillcrest	50.19	
			04-4359	Instructional Supplies for Hillcrest	12.55	249.05
1693677	01/25/2019	Santa Rosa City Schools	13-4710	Lunch Program for 2018-19		6,459.00
1693678	01/25/2019	School Nurse Supply, Inc	01-4400	School Nurse Furniture- Gravenstein	65.22	
			03-4400	School Nurse Furniture- Gravenstein	750.05	815.27
1693679	01/25/2019	U.S. Bank Corporate Payment	01-4390	Nurse storage Grav	12.54	
			01-4400	Garment Rack Grav	5.79	
			03-4310	Grav Sp Ed Students Supplies	86.49	
			03-4390	Nurse storage Grav	144.25	
			03-4400	Garment Rack Grav	66.64	
			04-4310	HC student council Rich GSF Classroom Supplies	56.27	
			04-4400	Hillcrest Study Carrels	160.27	
1694406	01/30/2019	Rich, Allison T	04-4310	Student Council -Pizza	514.66	1,046.91
1694407	01/30/2019	Clement, Kadie L	01-4310	22.55	22.55	56.44
			03-4310	Reimb. for EL materials	22.55	45.10
1694408	01/30/2019	CEL Consulting LLC	40-6230	Water Infiltration Test		5,940.00
1694409	01/30/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		70.00
1694410	01/30/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		814.42
1694411	01/30/2019	United Forest Products Inc.	03-4370	30 Yards of Playground Bark-Gravenstein		1,289.39
<b>Total Number of Checks</b>					<b>99</b>	<b>183,753.09</b>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	40	65,586.26
03	Gravenstein Elementary Charte	51	43,375.49
04	Hillcrest Middle Charter	45	38,466.30
12	Child Development Fund	3	803.50
13	Cafeteria Fund	5	7,065.50
14	Deferred Maintenance Fund	1	5,300.00
40	Special Reserve-capital Proj	7	23,251.44

74

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 01/01/2019 through 01/31/2019

Board Meeting Date February 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
				Total Number of Checks		99
					183,848.49	
				Less Unpaid Tax Liability		95.40
				<b>Net (Check Amount)</b>	<b>183,753.09</b>	

Includes checks for only Bank Account COUNTY

75

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)



Tracy D. Evans

655 Enterprise Drive, Apt. 79  
Rohnert Park, CA  
(707) 694-8776  
mom2bjm@att.net

February 4, 2019

**Gravenstein Union School District Board of Education**

3840 Twig Avenue  
Sebastopol, CA 95472

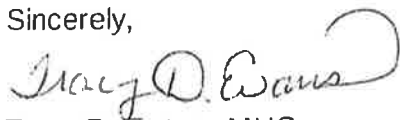
Dear Board Members and Mrs. Schwinn,

It is with both sadness and excitement that I am resigning my position as GUSD Speech/Language Pathologist and SEIS Administrator as of July 1, 2019. I am finally going to realize my dream of moving back to the midwest to be near friends and family in Chicago and Northwest Indiana.

I am so grateful for the connections I have made during my 14 years in this district. I have benefitted both professionally and personally from the gifted and compassionate staff and can't imagine finding a similar situation anywhere. I appreciate you all so much.

I wish you all well with the changes that are on the horizon for our district. Please let me know how I can make the transition to a new Speech/Language Pathologist and SEIS Administrator easier.

Sincerely,



Tracy D. Evans, MHS  
District Speech/Language Pathologist  
SEIS Administrator



January 14, 2019

Jennifer Schwinn, Superintendent  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Ms. Schwinn,

In accordance with Education Code Section 42131, a review of the Gravenstein Union School District's (District) First Interim Report for fiscal year 2018-19 has been completed by the Sonoma County Office of Education (County). Based upon the multi-year projection and assumptions provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. We therefore concur with the District's **positive** certification. This letter addresses various concerns of the County as well as standard reminders.

**State Budget**

The 2018-19 enacted State Budget provides approximately \$3.566 billion in additional funds for LCFF; funding the statutory 2.71% COLA and adding a \$570 million augmentation. The augmented "super COLA" applies to LCFF funding only and is 3.70%. The State Budget closes the remaining gap funding to 100 percent, fully funding LCFF two years ahead of schedule. One-time discretionary funding of \$1.092 billion, equaling \$184 per ADA was included and will be apportioned in 2018-19. Several other Grants were included in June: Career Technical Education Incentive Grant, Low-Performing Students Block Grant, Classified Professional Development Block Grant and Wildfire Relief. Governor Brown continued to emphasize that general fund revenue growth in the current and budget years, if it occurs, will be increasingly dependent upon volatile capital gains collections. As always, with the volatility of State revenue, future STRS and PERS contribution rates, and economic risks on the horizon, it is important to embrace best business practice and budget to live within your means.

**First Interim and Multi-Year Projection (MYP)**

The First Interim Report MYP, which includes the district and its conversion charter schools, indicates unrestricted deficit spending of -\$943,778 in 2018-19, -\$348,195 in 2019-20, and -\$362,668 in 2020-21, with the State minimum reserve for economic uncertainty of 4% met in all years. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending if structural in cause. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2018-19 fiscal year are not settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years. Sonoma County Office of Education requests copies of the disclosure at the time of board publication.

Summary

Our Office appreciates the preparation and timely submittal of your 2018-19 First Interim Budget report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2019. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,



Shelley Stiles

Director, External Fiscal Services

c:

Wanda Holden, Gravenstein CBO

Dr. Steven Herrington, County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Linda Daugherty, SCOE District Fiscal Management Advisor







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## Standard Reminders ~ All Districts

### Collective Bargaining Disclosure

If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

### Adopting LCAP Revisions during the period the LCAP is in effect

EC sections 52062(c) and 52068(c) allow districts to adopt revisions to an LCAP during the period the LCAP is in effect if they follow the same process for adopting the LCAP. EC sections 52070 and 52070.5 specify that no later than five days after the adoption of an LCAP or annual update to an LCAP, the plan must be filed with the COE. While timelines identified in these sections are reflective of an annual process, statute does provide a process for a revised LCAP to be approved by the appropriate entity.

### Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

### NEW in 2017 ~ Increased Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the Report of Proposed Debt Issuance (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ⚡ Adopted local debt policies concerning the use of debt; and
- ⚡ The proposed debt issuance is consistent with those policies.

## Standard Reminders ~ All Districts (continued)

The issuer's **local debt policies** *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the **Debt Issuance Checklist: Considerations When Issuing Bonds** at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

**California Debt and Investment Advisory Commission's (CDIAC)** website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

**Government Code 8855(i)** requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

**Government Code section 8855(k)** ~ Effective January 1, 2017, state and local issuers are required to submit an *annual debt transparency report* for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

**Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.**

## Standard Reminders ~ All Districts (continued)

### Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of **any proposed debt issuance, which would include refinancing and other secondary issuances. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.**

### Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

### SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom based ADA reduced to zero. SB740 regulations, instructions and form can be found at: <http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp> .

## *Additional Standard Reminders for School Districts with Qualified or Negative Certifications*

### *Debt Issuance*

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

**"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."**

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

### *Collective Bargaining*

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.



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## MEMORANDUM OF UNDERSTANDING SPECIAL EDUCATION SERVICES

This Memorandum of Understanding ("MOU") is dated for identification purposes as of September 12, 2018 and is entered into by and between West Sonoma County Union High School District (WSCUHSD) and Gravenstein Union School District (GUSD).

### RECITALS

1. By means of this MOU, the parties wish to establish a fee for nurse services provided by a GUSD Credentialed School Nurse to be delivered at WSCUHSD

### GENERAL PROVISIONS

1. Services. School Nurse services to be delivered in accordance with the health and IEP needs at WSCUHSD. This service will include student screening, assessment, direct and consultation service, report writing and IEP attendance as assigned by the WSCUHSD administrators.
2. Term. Provider shall commence providing services under this MOU October 1, 2018 and will continue through May 31, 2019. This MOU may be renewed for an additional term upon written agreement by all parties.
3. Cost agreements
  - WSCUHSD agrees to pay a fee of \$535.79 per day for 90 school days for a total not to exceed \$48,220.66. One school day is 7.5 hours.
4. Termination. This MOU is subject to termination upon thirty (30) days written notice to the either party. Each agency (District or WSCUHSD) shall notify the other of termination in writing.
5. Hold Harmless: WSCUHSD agrees to and does hereby indemnify, hold harmless and defend GUSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of GUSD or its officers, employees or agents.

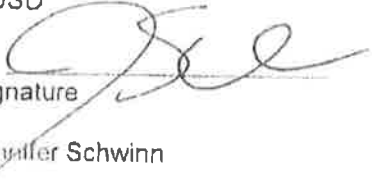
11. Governing Law. The terms and conditions of this MOU shall be governed by the laws of the State of California with venue in Sonoma County, California and no other county.

12. Authority. Each individual executing this MOU, or its counter part, on behalf of the respective party thereto, warrants that he/she is authorized to do so and that this MOU constitutes the legally binding obligation of the party which he/she represents.

Attached Memorandum outlines specific details of service and cost estimate

THIS AGREEMENT IS ENTERED INTO THIS DAY OF September 12, 2018

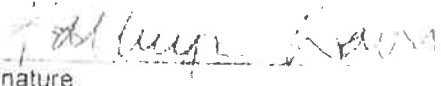
GUSD

By   
Signature

Jennifer Schwinn

Superintendent  
Title

WSCUHSD

By   
Signature

Kathryn Davy

Director of Operations  
Title



Amendment to the MOU:

Given that the MOU for nurse services, relied on the school nurse candidate to complete the work outlined in the MOU, and that nurse resigned as of Dec 28, 2018, the parties agree to terminate the MOU for nurse services as of Dec 28, 2018.

  
Jennifer Schwinn  
Superintendent, GUSD

---

Kathryn Davy  
Director, WC Consortium



**Schedule of the First Apportionment for the  
Low-Performing Students Block Grant  
Fiscal Year 2018-19**

County Name	FISCAL Supplier ID	FISCAL Address Sequence ID	County Code	District Code	School Code	Charter Number	Charter		Service Location Field	Local Educational Agency	Eligible Students	Preliminary Entitlement Amount	1st Apportionment (One Half)
							Fund Type	Vendor Code					
Sonoma	0000011855	6	49	70714	6051742	1445	L	7071	70714	Gravenstein Elementary	16	\$31,616	\$15,808
Sonoma	0000011855	6	49	70714	6051759	1444	L	7071	70714	Hillcrest Middle	16	\$31,616	\$15,808

3.11.18

Accessible Version

Gravenstein

**Report**

# Required Report Number One for the Low-Performing Students Block Grant

## Improvement and Accountability Division

The Low-Performing Students Block Grant (LPSBG), established in [California Education Code \(EC\) Title 2, Division 3, Part 24, Chapter 3.2, Section 41570](#), requires eligible local educational agencies (LEAs) receiving LPSBG funds to report to the State Superintendent of Public Instruction on the adopted plan to use the grant funds to increase the academic performance of the identified pupils. [EC Section 41570](#) also requires the California Department of Education (CDE) to compile and report this information to the appropriate policy and fiscal committees of the Legislature.

LEAs must report the required information using this web-based reporting tool on or before **March 1, 2019**. In order to submit this report, all questions must be answered.

The CDE will compile and submit the information received through this web-based reporting tool to the State Superintendent of Public Instruction and the appropriate policy and fiscal committees of the Legislature on behalf of all LPSBG-eligible LEAs.

The final apportionment of LPSBG funds to the LEA is contingent upon completing and submitting this report. **LEAs that do not submit this report will be required to return to the CDE all LPSBG funds that it may have received.**

For more information, please visit the [LPSBG web page](#).

This report includes two features: **Save Responses** and **Print Responses**.

**Save Responses:** This button, located on the bottom of each screen, allows you to save your place in the report and return to it later if you are unable to complete it in one session. When you select **Save Responses**, a new screen will appear and the system will provide two options to save and return to the saved application. Of the options, choosing to bookmark or favorite the resulting screen is the recommended method.

**Print Responses:** This button, located on the bottom of the last screen, allows you to print a copy of your responses for your records before you submit the report. **Once you print your responses, you must return to the original tab in your web browser to submit your report before you close your browser, or your responses may be lost. You will not be able to print a copy of the report after it has been submitted.**

For questions about the required LEA report or to report a technical problem with this web-based reporting tool, contact the School Improvement and Support Office by phone at 916-319-0833 or by email at [LPSBG@cde.ca.gov](mailto:LPSBG@cde.ca.gov).

## Local Educational Agency (LEA) Name

Note: If you are responding on behalf of more than one LEA, you must submit a separate report for each LEA. Additionally, there is only one submission allowed per LEA. If an LEA submits this report multiple times, only the most recent submission will be used. Ensure only authorized personnel complete the report.

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**What is the official LEA name?** (Do not use abbreviations or acronyms.)

Gravenstein Elementary

## County-District-School (CDS) Code

Accurate CDS codes are required to ensure timely payments and reporting. Verify the local educational agency (LEA) CDS code using the [California School Directory](#) prior to completing this question.

**What is the LEA CDS Code?** (Enter the 14-digit CDS code without spaces or hyphens.)

49707146051742

## Charter School Status

Is the local educational agency a charter school?

- Yes  
 No

Charter numbers can be located using the [California School Directory](#).

Enter the four-digit charter number:

1445

## Low-Performing Students Block Grant (LPSBG) Contacts

**LEA Primary LPSBG Contact** (Enter the person who will be the Administrator for the grant.)

First Name:	Jennifer
Last Name:	Schwinn
Title:	Superintendent
Email Address:	jschwinn@grav.k12.ca.us
Phone Number: (999-999-9999)	707-823-7008

**LEA Secondary (Backup) LPSBG Contact** (Enter the person who will be the Backup Administrator for the grant.)

First Name:	Wanda
Last Name:	Holden
Title:	Chief Business Officer
Email Address:	wholden@grav.k12.ca.us
Phone Number: (999-999-9999)	707-823-7008

## Low-Performing Students Block Grant (LPSBG) Opt-in or Opt-out

For the question below, selecting "Yes" indicates that the local educational agency (LEA) intends to accept LPSBG funding and agrees to comply with the requirements of the grant, and selecting "No" indicates that the LEA chooses **not** to accept LPSBG funding and the LEA **will be required to return to the CDE any LPSBG funds it may have received.**

**Does this LEA choose to accept LPSBG funding?**

- Yes
- No

**Summarize how the funds will be used to increase or improve evidence-based services for pupils identified. (? of 1,050 maximum characters)**

Funds will be used to pay for additional personnel to provide intervention services for under-performing students. Additional staff will include a TA, Reading Intervention Teacher, and additional Library hours. The intervention staff will work with the identified under-performing student to pre-teach and re-teach lesson concepts and provide additional skill practice.

**How will the effectiveness of the evidence-based services be measured? (? of 1,050 maximum characters)**

The effectiveness of the services will be measured by tracking sub-group proficiency growth via the CA State Dashboard and CAASPP in grades 3-5, and via District benchmark exams in TK-2nd grade. We will use programs for targeted skills assessment such as the following: IXL, Read Naturally, and DIBLES.

**How are services aligned with and described in the LEA's local control and accountability plan? (? of 1,050 maximum characters)**

Goal #1: The district goal to increase the percentage of students performing at proficient for all subgroups. (Priorities 1, 4, 5, 7) Goal #4: All students will reach proficiency in common core standards in Math and Language Arts. (Priority 4) Goal #5: ELs will acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English in English Language Arts and Math. (Priorities 2, 4)

**On what date was the LPSBG Plan discussed and adopted at a regularly scheduled meeting of the governing board of the school district, county board of education, or the governing body of the charter school? (MM/DD/YYYY)**

01/15/2019

**Electronic Signature**

**By providing your electronic signature, you hereby certify, as the authorized representative of the local educational agency (LEA) indicated in question one, to the best of your knowledge and belief, this data is true, correct, and has been reported in accordance with applicable laws and regulations.**

Electronic Signature: *(Type your name.)*

Jennifer Schwinn

Job Title:

Superintendent

LEA Name:

Gravenstein Union Elementary School District

LEA Street Address:

3840 Twig Avenue

LEA City:

Sebastopol

LEA Zip Code:

95472

Work Telephone Number: (999-999-9999)

707-823-7008

Work Email:

jschwinn@grav.k12.ca.us

**Low-Performing Students Block Grant (LPSBG) Next Steps****Second (Final) Reporting Requirement**

On or before **November 1, 2021**, grant recipients will be required to report to the State Superintendent of Public Instruction on the following three topics:

- 1) Implementation of the adopted plan
- 2) Strategies used
- 3) Whether those strategies increased academic performance of the identified students

The California Department of Education (CDE) will provide additional information to eligible local educational agencies prior to this reporting period.

## Funding

Apportionments will be made in the 2018–19 fiscal year. All LPSBG funds must be encumbered or expended by **June 30, 2021**.

## Resources

You may also link directly to the [LPSBG legislation](#). If you have questions or concerns, please contact the School Improvement and Support Office by phone at 916-319-0833 or by email at [LPSBG@cde.ca.gov](mailto:LPSBG@cde.ca.gov).

## Print and Submit

Thank you for taking the time to complete this report.

The California Department of Education (CDE) will provide an email confirmation for each report submitted to the Primary Low-Performing Students Block Grant (LPSBG) Contact, the Secondary (Backup) LPSBG Contact, and the work email provided by the person electronically signing this report.

If confirmation emails have not been received within 24 hours, first check your email junk or spam folders. Contact the School Improvement and Support Office by phone at 916-319-0833 or by email at [LPSBG@cde.ca.gov](mailto:LPSBG@cde.ca.gov) if additional support is needed.

Select the **Print Responses** button now to print a copy of your responses for your records. **Once you print your responses, you must return to the original tab in your web browser to submit your report before you close your browser, or your responses may be lost. You will not be able to print a copy of the report after it has been submitted.**

By selecting the **Submit** button, you hereby certify, as the authorized representative of the local educational agency indicated in question one, to the best of your knowledge and belief, this data is true, correct, and has been reported in accordance with applicable laws and regulations. After submitting, you will be redirected to the LPSBG home page on the CDE website.

Accessible Version *Hillcrest*



**Report**

## Required Report Number One for the Low-Performing Students Block Grant

### Improvement and Accountability Division

The Low-Performing Students Block Grant (LPSBG), established in California Education Code (EC) Title 2, Division 3, Part 24, Chapter 3.2, Section 41570, requires eligible local educational agencies (LEAs) receiving LPSBG funds to report to the State Superintendent of Public Instruction on the adopted plan to use the grant funds to increase the academic performance of the identified pupils. EC Section 41570 also requires the California Department of Education (CDE) to compile and report this information to the appropriate policy and fiscal committees of the Legislature.

LEAs must report the required information using this web-based reporting tool on or before **March 1, 2019**. In order to submit this report, all questions must be answered.

The CDE will compile and submit the information received through this web-based reporting tool to the State Superintendent of Public Instruction and the appropriate policy and fiscal committees of the Legislature on behalf of all LPSBG-eligible LEAs.

The final apportionment of LPSBG funds to the LEA is contingent upon completing and submitting this report. **LEAs that do not submit this report will be required to return to the CDE all LPSBG funds that it may have received.**

For more information, please visit the [LPSBG web page](#).

This report includes two features: **Save Responses** and **Print Responses**.

**Save Responses:** This button, located on the bottom of each screen, allows you to save your place in the report and return to it later if you are unable to complete it in one session. When you select **Save Responses**, a new screen will appear and the system will provide two options to save and return to the saved application. Of the options, choosing to bookmark or favorite the resulting screen is the recommended method.

**Print Responses:** This button, located on the bottom of the last screen, allows you to print a copy of your responses for your records before you submit the report. **Once you print your responses, you must return to the original tab in your web browser to submit your report before you close your browser, or your responses may be lost. You will not be able to print a copy of the report after it has been submitted.**

For questions about the required LEA report or to report a technical problem with this web-based reporting tool, contact the School Improvement and Support Office by phone at 916-319-0833 or by email at [LPSBG@cde.ca.gov](mailto:LPSBG@cde.ca.gov).

### Local Educational Agency (LEA) Name

Note: If you are responding on behalf of more than one LEA, you must submit a separate report for each LEA. Additionally, there is only one submission allowed per LEA. If an LEA submits this report multiple times, only the most recent submission will be used. Ensure only authorized personnel complete the report. 96



**What is the official LEA name?** *(Do not use abbreviations or acronyms.)*

Hillcrest Middle

## County-District-School (CDS) Code

Accurate CDS codes are required to ensure timely payments and reporting. Verify the local educational agency (LEA) CDS code using the [California School Directory](#) prior to completing this question.

**What is the LEA CDS Code?** *(Enter the 14-digit CDS code without spaces or hyphens.)*

49707146051759

## Charter School Status

**Is the local educational agency a charter school?**

- Yes  
 No

Charter numbers can be located using the [California School Directory](#).

**Enter the four-digit charter number:**

1444

## Low-Performing Students Block Grant (LPSBG) Contacts

**LEA Primary LPSBG Contact** *(Enter the person who will be the Administrator for the grant.)*

First Name:	Jennifer
Last Name:	Schwinn
Title:	Superintendent
Email Address:	jschwinn@grav.k12.ca.us
Phone Number: (999-999-9999)	707-823-7008

**LEA Secondary (Backup) LPSBG Contact** *(Enter the person who will be the Backup Administrator for the grant.)*

First Name:	Wanda
Last Name:	Holden
Title:	Chief Business Officer
Email Address:	wholden@grav.k12.ca.us
Phone Number: (999-999-9999)	707-823-7008

## Low-Performing Students Block Grant (LPSBG) Opt-in or Opt-out

For the question below, selecting "Yes" indicates that the local educational agency (LEA) intends to accept LPSBG funding and agrees to comply with the requirements of the grant, and selecting "No" indicates that the LEA chooses not to accept LPSBG funding and the LEA will be required to return to the CDE any LPSBG funds it may have received.

**Does this LEA choose to accept LPSBG funding?**

- Yes
- No

**Summarize how the funds will be used to increase or improve evidence-based services for pupils identified. (? of 1,050 maximum characters)**

Funds will be used to pay for additional personnel to provide intervention services for under-performing students. Additional staff will include a TA and additional STREAM Lab hours. The intervention staff will work with the identified under-performing student to pre-teach and re-teach lesson concepts and provide additional skill practice.

**How will the effectiveness of the evidence-based services be measured? (? of 1,050 maximum characters)**

The effectiveness of the services will be measured by tracking sub-group proficiency growth via the CA State Dashboard and CAASPP in grades 6-8 grade. We will use programs for targeted skills assessment such as the following: IXL, Read Naturally, and Study Sync.

**How are services aligned with and described in the LEA's local control and accountability plan? (? of 1,050 maximum characters)**

Goal #1: The district goal to increase the percentage of students performing at proficient for all subgroups. (Priorities 1, 4, 5, 7) Goal #4: All students will reach proficiency in common core standards in Math and Language Arts. (Priority 4) Goal #5: ELs will acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English in English Language Arts and Math. (Priorities 2, 4)

**On what date was the LPSBG Plan discussed and adopted at a regularly scheduled meeting of the governing board of the school district, county board of education, or the governing body of the charter school? (MM/DD/YYYY)**

**Electronic Signature**

**By providing your electronic signature, you hereby certify, as the authorized representative of the local educational agency (LEA) indicated in question one, to the best of your knowledge and belief, this data is true, correct, and has been reported in accordance with applicable laws and regulations.**

Electronic Signature: *(Type your name.)*

Job Title:

LEA Name:

LEA Street Address:

LEA City:

LEA Zip Code:

Work Telephone Number: (999-999-9999)

Work Email:

**Low-Performing Students Block Grant (LPSBG) Next Steps****Second (Final) Reporting Requirement**

On or before **November 1, 2021**, grant recipients will be required to report to the State Superintendent of Public

Instruction on the following three topics:

- 1) Implementation of the adopted plan
- 2) Strategies used
- 3) Whether those strategies increased academic performance of the identified students

The California Department of Education (CDE) will provide additional information to eligible local educational agencies prior to this reporting period.

## Funding

Apportionments will be made in the 2018–19 fiscal year. All LPSBG funds must be encumbered or expended by **June 30, 2021**.

## Resources

You may also link directly to the [LPSBG legislation](#). If you have questions or concerns, please contact the School Improvement and Support Office by phone at 916-319-0833 or by email at [LPSBG@cde.ca.gov](mailto:LPSBG@cde.ca.gov).

## Print and Submit

Thank you for taking the time to complete this report.

The California Department of Education (CDE) will provide an email confirmation for each report submitted to the Primary Low-Performing Students Block Grant (LPSBG) Contact, the Secondary (Backup) LPSBG Contact, and the work email provided by the person electronically signing this report.

If confirmation emails have not been received within 24 hours, first check your email junk or spam folders. Contact the School Improvement and Support Office by phone at 916-319-0833 or by email at [LPSBG@cde.ca.gov](mailto:LPSBG@cde.ca.gov) if additional support is needed.

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By selecting the **Submit** button, you hereby certify, as the authorized representative of the local educational agency indicated in question one, to the best of your knowledge and belief, this data is true, correct, and has been reported in accordance with applicable laws and regulations. After submitting, you will be redirected to the LPSBG home page on the CDE website.



January 10, 2019

COPY

Management and Governing Board of  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

**Year 1 of 3-year contract**

This letter confirms that Gravenstein Union School District has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide Gravenstein Union School District for the fiscal years ending June 30, 2019, June 30, 2020, and June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Gravenstein Union School District as of and for the year ending June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Gravenstein Union School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gravenstein Union School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison information
3. Schedule of changes in total OPEB liability and related ratios
4. Schedules of the proportionate share of the net pension liabilities
5. Schedules of contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Gravenstein Union School District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting (K-12 Audit Guide)*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of the accounting records of Gravenstein Union School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Gravenstein Union School District's financial statements. Our report will be addressed to the Governing Board of Gravenstein Union School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Gravenstein Union School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

### **Audit Procedures - General (Concluded)**

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform test of Gravenstein Union School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes, GASB 34 conversion entries, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Gravenstein Union School District's in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.



### **Management Responsibilities (Concluded)**

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services (GASB 34 conversion entries, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information, as applicable) we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and any other nonaudit services we provided and that you have reviewed and approved the financial statements and related notes and any other nonaudit services we provided prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with the County Superintendent of Schools, the California Department of Education, and the State Controller's Office by December 15<sup>th</sup> following the close of the fiscal year. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Stephen Roatch Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, Department of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Stephen Roatch Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Stephen Roatch, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$16,900** for the fiscal year ending June 30, 2019; **\$17,400** for the fiscal year ending June 30, 2020, and **\$17,925** for the fiscal year ending June 30, 2021. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.

**Engagement Administration, Fees, and Other (Concluded)**

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting (K-12 Audit Guide)*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting (K-12 Audit Guide)*.

The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

Management and Governing Board of  
Gravenstein Union School District  
January 10, 2019  
Page Eight of Eight

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

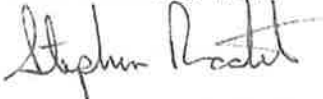
*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Gravenstein Union School District, the highest quality audit.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to Gravenstein Union School District and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Stephen Roatch, Certified Public Accountant  
President

RESPONSE:

This letter correctly sets forth the understanding of Gravenstein Union School District.

Management - Approved by:

Governing Board - Acknowledged by:

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Board President  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## Report on the Firm's System of Quality Control

June 6, 2017

To Stephen Roatch Accountancy Corporation  
and the Peer Review Committee of the CalCPA Peer Review Program

We have reviewed the system of quality control for the auditing practice of Stephen Roatch Accountancy Corporation (the firm) in effect for the year ended December 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, and compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the auditing practice of Stephen Roatch Accountancy Corporation in effect for the year ended December 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Stephen Roatch Accountancy Corporation has received a peer review rating of pass.



Mann, Urrutia, Nelson CPAs & Associates, LLP







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*Vision and Values*  
**GUSD Brand Strategy**



1

## **What is a Brand?**



## Three Keys to Successful Brand Building

### What is a Brand and Why Invest in Brand Building?

A brand is the sum total of the associations, feelings, attitudes and perceptions related to the District and what we promise to deliver.

The District's brand is one of the few assets that increase value over time. The strongest brand results from the **disciplined alignment of brand strategies and plans with stakeholder expectations.**

### Brand Positioning

Is what benefits stakeholders think of as important when thinking of our District. An internal statement that guides external implementation.

### Brand Architecture

Is the relational structure for all the brands. For example: Gravenstein Union School District, Hillcrest Middle School, Gravenstein Elementary and how they relate.

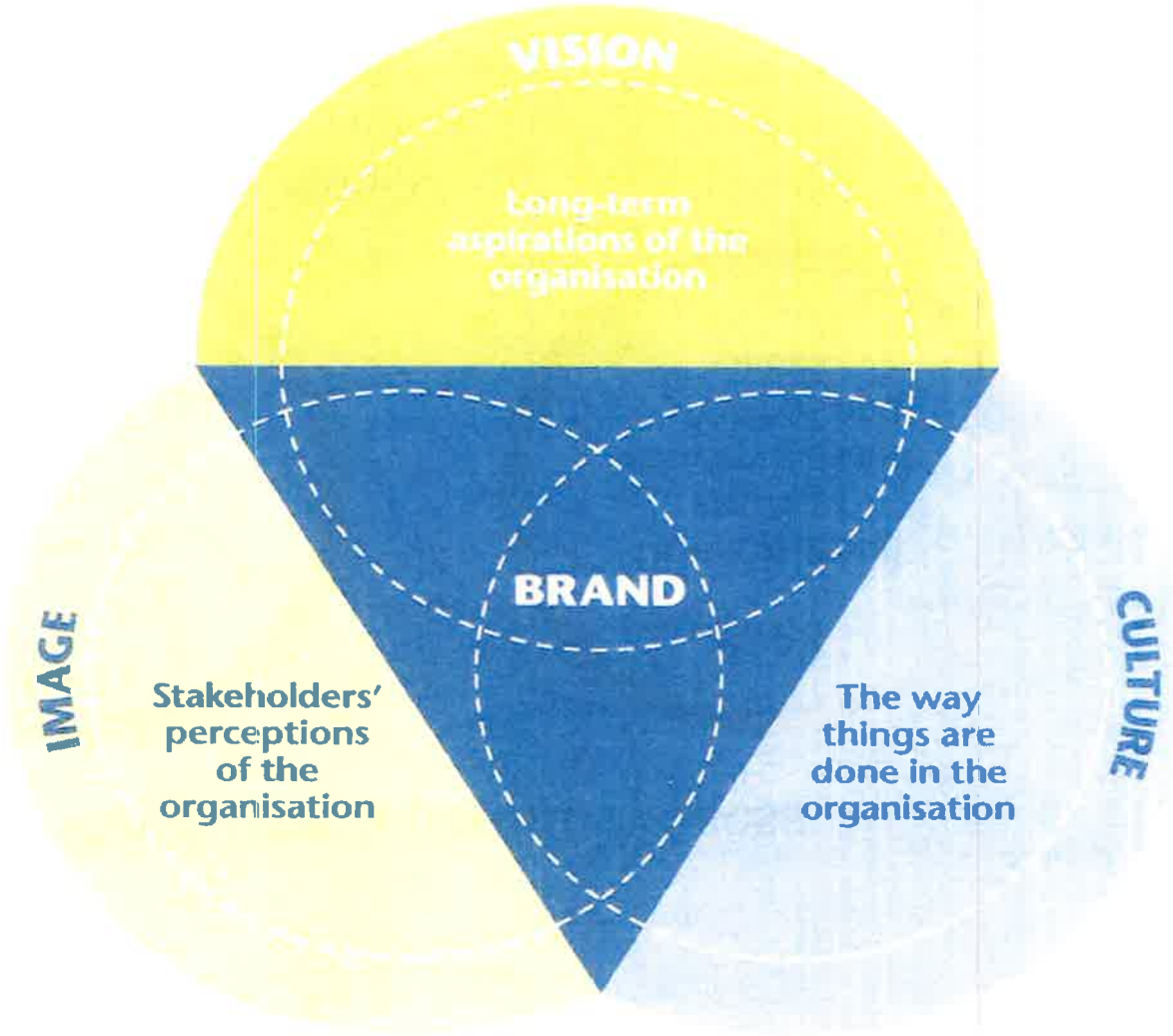
### Brand Extension

Stretching the brand to new categories to further goals of District, enhance benefits to stakeholders, reduce costs. For example, GUSD After School Care, potential new concepts like Summer School or STEAM Camp (only examples)



## Brand Development Process







## What Defines us as a District? Brand Vision...

- ★ Science + Arts Magnet Program
- ★ Academically rigorous program for all students including:
  - GATE
  - Accelerated students
  - Students with special needs
  - Students performing at or below grade level
- ★ Small Class Sizes
- ★ Beautiful, Rural Campus
- ★ Focus on Critical Thinking, Creativity, Collaboration and Communication
- ★ Additional Enrichment classes offered everyday to strengthen academic connections and increase student engagement.
- ★ Focus on the Whole Child in a Safe, Positive School Climate.
- ★ Define academic rigor and teacher support
- ★ Award winning Music and Marching Band Program
- ★ Supportive Parent Community



# GUSD CORE VALUES

Reduced  
Class Size



SCIENCE  
ART  
MUSIC

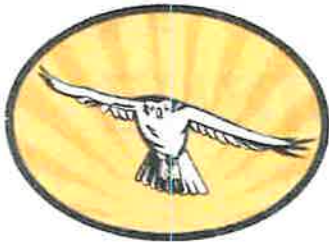


2

## **ENRICH Science + Arts Magnet Program**



# Developing Marketing Strategy



6th Grade

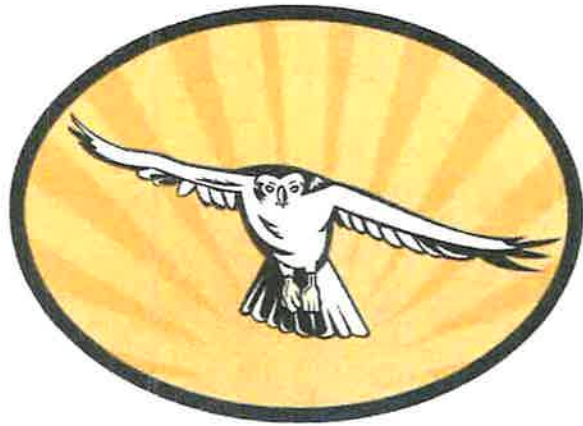


TK/ K





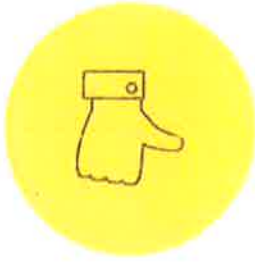
# Current Brand Images - Creating Cohesion





## Next Steps

- I. **Creating Overarching Brand Cohesion around Values and Visions**
- II. **Engage Marketing Firm to Develop Marketing Strategy for:**
  - A. **Magnet Program - Brand, Logo**
  - B. **Each Campus based on Entry Points - TK, K, 6th**
  - C. **Stakeholder Values and Community Needs -**
  - D. **Electronic Communication - Websites, Community Communications and Messaging, Social Media**



**Thanks!**

**Any questions ?**



# Hillcrest

## Proposed Bell Schedule 2019-2020 School Year

Rotating Block Schedule- A & B days

A days- periods 1,3,5 & 7

B days- periods 2,4,6 & 8

Teachers teach 6 classes and have 1 prep per day (for a 1.0 FTE)

8:15- 9:38 1st/2nd -- 83 minutes

9:38-9:45 - Break -- 7 minutes

9:48 - 11:11 3rd/4th -- 83 minutes

11:14- 12:37 5th/6th -- 83 minutes

12:37- 1:17 Lunch-- all grades- 40 minutes

1:20- 2:43 7th/8th -- 83 minutes

2:45- 3:05 - Homeroom - 20 minutes

Student would have-

ELA

Math

ELA/Math Combo period

Science

Social Studies

PE

Elective

Elective

\* These bell schedules are a starting place. They will still need to be considered in context of the Master Schedule (TBD) and Cravenstein's daily schedule.

*Hillcrest*  
Proposed ERD Bell Schedule  
2019-2020 School Year

Rotating Block Schedule- A & B days

A days- periods 1,3,5 & 7

B days- periods 2,4,6 & 8

Teachers teach 6 classes and have 1 prep per day (for a 1.0 FTE)

8:15- 9:16 1st/2nd -- 61 minutes

9:16-9:23 - Break -- 7 minutes

9:26 - 10:27 3rd/4th -- 61 minutes

10:30- 11:31 5th/6th -- 61 minutes

11:31- 12:11 Lunch-- all grades- 40 minutes

12:14- 1:15 7th/8th -- 61 minutes

1:18- 1:30 - Homeroom - 12 minutes

Student would have-

ELA

Math

ELA/Math Combo period

Science

Social Studies

PE

Elective

Elective

**Bylaws of the Board**

BB 9130(a)

**BOARD COMMITTEES**

The Governing Board may establish Board committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed, the committee shall be dissolved.

*(cf. 1220 - Citizen Advisory Committees)*

Note: Pursuant to Government Code 54954, advisory committees and standing committees are exempted from Brown Act requirements to provide the time and place for holding regular meetings. Therefore, in practice, these committee meetings are often held as "special meetings," for which only a 24-hour notice is required, see BB 9320 - Meetings and Notices. However, SB 139 (Ch. 260, Statutes of 1998) amended Government Code 54954 to provide that if the committee does provide 72-hours notice of the meeting, it will be considered a "regular meeting" for purposes of the Brown Act.

Board committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.

Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. (Government Code 54954)

*(cf. 9320 - Meetings and Notices)*  
*(cf. 9322 - Agenda/Meeting Materials)*

Note: The Attorney General has declared, 80 Ops. Cal. Atty. Gen. 308 (1997), that sessions of a Board committee, consisting of members of the public, employees, and students, formed to interview candidates for district Superintendent and to make a recommendation to the Board, are not required to be open to the public.

Board advisory committees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the Board. (Government Code 54952)

Note: In 79 Ops. Cal. Atty. Gen. 69 (1996), the Attorney General has clarified that open meeting laws apply if the standing committee has the responsibility of providing advice at the Board's request on budgets, audits, contracts and personnel matters.

**BOARD COMMITTEES** (continued)

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, contracts and personnel matters at the Board's request.

Note: Pursuant to Government Code 54952.2, the Brown Act is not violated if Board members who are not members of a standing committee attend the meeting only "as observers." In 81 Ops. Cal. Atty. Gen. 156 (1998), the Attorney General clarified that those Board members attending the meeting "as observers," may not ask questions or make statements at the meeting and that they must sit in the areas designated for members of the public.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Note: If the Superintendent or designee serves as advisor or staff person to a Board committee not subject to the Brown Act, his/her presence at the committee would not subject the committee to the Brown Act as long as he/she is not a voting member of the committee.

The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community and students and may consult with local public boards and agencies.

When a Board committee composed exclusively of Board members has provided for public comment on an item at a public meeting before or during the committee's consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board meeting. Public comment shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

*Legal Reference: (see next page)*



**BOARD COMMITTEES (continued)**

*Legal Reference:*

EDUCATION CODE

35010 *Control of district; prescription and enforcement of rules*

35024 *Executive committee*

35160 *Authority of governing boards*

35160.1 *Broad authority of school districts*

GOVERNMENT CODE

54952 *Legislative body, definition*

54952.2 *Definition of meeting*

54954 *Time and place of regular meetings; special meetings; emergencies*

54954.3 *Opportunity for public to address legislative body*

ATTORNEY GENERAL OPINIONS

81 *Ops. Cal. Atty. Gen. 156 (1998)*

80 *Ops. Cal. Atty. Gen. 308 (1997)*

79 *Ops. Cal. Atty. Gen. 69 (1996)*

Adopted: March 11, 2004

**GRAVENSTEIN UNION SCHOOL DISTRICT**  
Sebastopol, California

Gravenstein Union School District Committees (Updated 2/8/19)

Board Committees

Proposed/Updated

Recommended Recommended Community

Committee	Role	Trustees Appointed Pre-1/15/2019	Trustees	Staff liaison	Staff Members	Members	Time Frame*
1. Construction Implementation	Coordinate with architect, Superintendent, and construction teams to plan, budget for and implement Board approved projects. Review progress and provide guidance to staff as necessary.	Jim H., Greg A.	Jim H., Greg A.	Jennifer S.			
2. Governance	Consider changes to Board Policies recommend by Board members, Administration or CSBA.	NA, New Committee	Jim H., Alex H.	Jennifer S.			
3. Personnel Committee	Negotiations, pay-scales, performance review, professional development, review salary schedules and changes for non-certificated staff and administration.	All (Committee of the Whole)	Jennifer K., Steve S., Greg A. alternate				
Sub-committee 2018-19 GUTA Contract	Negotiate with teachers, and prepare a contract by beginning of each the school year. Develop two-year contracts as long as much as possible. Consider issues that are 'opened' during multi-year contracts for additional negotiations and recommendations.	Jim H., Greg A.	Greg A., Jennifer K	Jennifer S.			If necessary, new members would start Feb. 2019
4. Enrich! for All Program Rollout Guidance	Facilitate smooth transition for start of 2019-20 school year. Evaluate progress in 2019.		Approved 1/15/19: Greg A., Jennifer K.	Keri P., Will D., Jennifer S.			1/15/2019 -6/30/2020
	Consider programs beyond the classroom, i.e. Hillcrest House program that can facilitate campus unity.						
	Include recommendations related to staffing, scheduling etc. Impacted by transition.						
5. Supporting Transitioning Roles of Parent Foundations moving towards 2019-20 School year	Support decision-making of GSF and MPF boards regarding potential changes in light of transition to Enrich! for All. Goal is to maintain parent contributions and involvement as much as possible. In addition goal is to support campus community. Responsibilities include facilitating communication about the program within the campus community and externally.	NA	Approved 1/15/19: Jim H., Alex H.	Jennifer S.	Allie Brown		1/15/2019 - 6/30/19
6. District Facilities Use	Review Master Plan, make recommendations for implementation of, or revision to Master Plan, consider short-term expenses with moderate expenses (e.g. gardens, playgrounds, signs, art/beautification)	NA	Alex H.	Keri P.		Erin Hanauer	2/12/19-6/30/19
	Review Facilities Use Policy and Implementation including use of by students and community groups.						
Budget Reserves	Develop and review strategy for reserve funds.	Jim H., Steve S.	Jim H., Steve S.	Wanda H.			Not active in 2018-19
Measure M Bond Oversight	Review audits and implementation of expenditures made through the Measure M Bond.	NA	NA	Wanda H.			through 3/31/2019

**Staff/Administrative Committees**

Committee	Role/Status	Trustees Appointed Pre-1/15/2019		Staff liaison	Staff Members		Time Frame
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**Standing Committees**

1. Site Council	Meets 5-6 times per year 8/18, 9/19, 10/17	Not Applicable	Not Applicable	Jennifer			
	Assists with: Safety, Single Plan for Student Achievement, LCAP						

2. Curriculum Development and Student Monitoring	Consider curriculum, testing, homework, in light of District tradition of excellence, community and technological developments. Review formal student monitoring reports. Review implementation of STEAM.	NA	TBD.	??			
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Leadership Team	Not active following listening session.	Greg A., Steve S., Jennifer K.	NA: Board role shifts to Board Enrich! For All Implementation Committee.				Done
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**Ad Hoc Committees**

3. Review of Spanish Program	Review options for improving Spanish learning including through support from native Spanish speakers in the campus community.	NA	Steve S.	Erin Saunders, Kim			
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4. Traffic Safety and Planning	Consider options to improve traffic flow, including encouraging carpooling, or other transportation alternatives to reduce traffic. Primary focus is Gravenstein campus.	?	Alex H.				
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5. Teacher Classroom and Budget Requests	Review proposals that come from teachers for funding requests below \$1,000 and make recommendations. Provide guidelines for submission. Guidelines include suggestions of when to seek external funding sources first.	NA	Review recommendations as a Board.	Jennifer S., Keri P., Will D.			
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Committees will follow relevant Board Policies and Administrative Regulations. When not in conflict with those formal rules, general guidance for all committees is:

Focus on actions that require, or benefit from, careful consideration of detailed options or informal discussion including stakeholders.

Facilitate clear discussion of options, with recommendations from among these for full board.

Consider goals of Board before conducting committee level work when appropriate.

Consider all District stakeholders to the degree possible when developing recommendations.

Budget impacts of recommendations should be as clear as possible for full Board to evaluate.



V D

Good evening, GUSD Board Members and Superintendent Schwinn, We are your 2018/2019 Hillcrest Student Council Officers.

Hi! I'm Rieley Bond, your President.

Hello, I'm Katie Ann Nguyen, your Vice President.

Hi, my name is Hanna Wight and I'm Secretary.

Hello, I'm Noa Schwartz, your student council Treasurer.

First, thank you so much for your service on the Gravenstein Union School Board and as Superintendent. We appreciate your work and leadership.

Climate change is a generational justice issue. Because of former generations' misuse of certain resources, we and generations after us are going to suffer the consequences. Sources say that the main source of extinction of animals this century is climate change. We must take action in order to ensure the preservation of all living things on earth. Schools for Climate Action is an interesting organization that helps to spread awareness about the importance of climate change. They have been getting schools all over Northern California to make resolutions about this issue. We hope that our school will too.

We are already thankful for GUSD taking some steps forward to be more environmentally friendly. We appreciate your actions to move us towards that point. We are grateful for the recycling program here, like the recycling bins. Making the field more handicap accessible to the community by installing the ramp was a responsive action toward our movement. We also want to thank you for beginning the process of installing solar panels for both Gravenstein and Hillcrest. We thank you for your efforts, but we think there could be more steps toward making the schools more environmentally friendly.

Moving forward, we would like to continue to reduce our carbon footprint by improving recycling by including compost. We would also like to see a school garden and a better lunch program. We want to have a district wide initiative to reduce our carbon footprint too, by encouraging the regular practice of turning off lights in classrooms when not in use, and emphasizing reusable water bottles and lunch containers. These are just a few of the ideas that we have to help make GUSD more environmentally friendly

We are not the only school district to do this. Many schools around the country are already taking action against climate change, and a few schools in Sonoma County have done their part too. These are the school districts with climate change resolutions in our area:

- Credo High School Governing Board
- Harmony Union School District
- Healdsburg Unified School District
- Kenwood School District
- Petaluma City Schools
- Santa Rosa City Schools
- Sebastopol Independent Charter School

- Sebastopol Unified School District
- Sonoma County Office of Education
- Sonoma Valley Union School District
- Twin Hills School District
- West Sonoma County Union High School District

Below are statements that were made by Gravenstein Elementary Student Council Members about how they would like the student body to participate and recognize Climate Action within the school.

Hi my name is Eva Harris and I'm a 5th grade student at Gravenstein Elementary. I think that we can get a compost bin and more recycle bins. Also, I feel like we should try to get more people to bring reusable containers to school instead of plastic bags. Also maybe we can make the lunches instead of heating them up because the plastic is bad for the environment.

Hi my name is Abbey Casey and I'm a 5th grade student at Gravenstein Elementary. I feel that we can get a compost bin to go with the trash cans for lunch.

I also feel that we could have the school lunches made instead of heated up in plastic. That is bad for us and the environment.

One other thing I think we can do is require reusable water bottles instead of plastic ones.

Hi my name is Daphne Fichera and I'm a 3rd Grade Student at Gravenstein Elementary.

I can recycle as much possible. I can try to bring reusable containers.

Hi my name is Jake Lott and I'm a 3rd Grade Student at Gravenstein Elementary. I will recycle as much as possible. I will try my best to encourage kids to recycle.

Hi my name is Elliyah Ueland and I'm a 4th Grade Student at Gravenstein Elementary.

I think we need to make some recycling and garbage changes on our campus. One way we can do this is by putting stickers that say recycle or garbage. This will help so that our school isn't throwing away plastic in the garbage. This will keep our school organized and help with the garbage.

Hi my name is E.J. Whaley and I'm a 5th Grade Student at Gravenstein Elementary. I feel we can make changes by putting correct things into garbage and recycling. This will help the school and the environment. I also think we should add a compost bin for the food and add add a piece of paper showing what to throw away. This will help and prevent landfill.

Hi my name is William Deeths and I'm a 4th Grade Student at Gravenstein Elementary. I think our school can make a difference in a of ways. For one we could have a recycling program Or we could use biodegradable materials. These are some ways we can help the environment.

Hi my name is Elena Blanco and I'm a 4th Grade Student at Gravenstein Elementary. Since there is an island of trash in the middle of the Pacific Ocean, we should have a recycling program. We could also plant trees. Also we could have contest of putting things that can be recycled in their lunch. We could also make program to organize the garbage. Other schools have started and now it's our turn.

Hi my name is Aaron Burg and I'm a 5th Grade Student at Gravenstein Elementary.

1. We will teach others to recycle anything that can be recycled to improve the environment.
2. We will recognize climate change and reuse anything that can be reused.
3. We can start a compost program so that food items like bananas are put to good to use. Also cardboard school lunch boxes should be put in a separate bin, a recycle bin. Finally, I have observed that many people waste food. We can make a box for food that is not wanted. This is a way we can recognize and improve world wide climate change.

Hi my name is Chloe Oandasan and I'm a 5th Grade Student at Gravenstein Elementary. I think we should have a table to put used or unwanted food, so no food is wasted. Or a table where we can put plastic or other non reusable recyclable items, to put into the recycling bin

We would like to encourage the GUSD Board to consider a climate change resolution.

Thank you.

Gravenstein Union School District  
Resolution #190212-1  
CALL TO CLIMATE CHANGE ACTION, 2019

WHEREAS, we believe America is a great nation and has proud heritage of addressing humanity's most pressing problems;

WHEREAS, we believe it is important to advocate for climate action leading to climate restoration to curtail one of the greatest threats facing communities throughout the world; and,

WHEREAS, we believe that climate change is not a partisan issue and that local, state, and national policies should be guided by the best available science; and,

WHEREAS, there is a broad scientific consensus among climate scientists that human activities, contributing to increases in greenhouse gas emissions, are the dominant cause of climate change; and,

WHEREAS, children represent a particularly vulnerable group because greenhouse gases emitted into the atmosphere will continue to accumulate over the coming decades and will profoundly impact our current students throughout their lives, as well as the lives of future generations; and,

WHEREAS, the Sonoma County Office of Education has encouraged local districts to engage in non-partisan climate advocacy and 29 school boards and student councils in California, Colorado, New York, Virginia, and Nevada have passed non-partisan climate action resolutions;

WHEREAS, in 2015 the California PTA has declared climate change a children's issue;

WHEREAS, the Gravenstein Union School Board recognizes climate change as a generational justice and human rights issue; and,

WHEREAS, climate change is a social justice and equity issue. While climate change impacts *all* people and disproportionately impacts *all* young people and future generations.

WHEREAS, the global impact, urgency, and magnitude of the challenge of addressing climate change calls for leadership in all sectors of society, all institutions and all elected leaders; and,



WHEREAS, national and state elected leaders working in a bipartisan fashion to enact carbon pricing policies could substantially reduce human-made greenhouse gas emissions, thereby protecting our current and future students; and,

WHEREAS the Gravenstein Union School Board celebrates existing district sustainability initiatives such as:

*Energy efficient lighting and the installation of solar panels*

WHEREAS, we work to ensure that all GUSD students graduate as possible stewards of the environment.

**LET IT THEREFORE BE RESOLVED THAT**, GUSD shall direct the Superintendent to establish a Climate Change Committee to develop recommendations for taking action on climate change that are within the purview of the District, such as:

- curricular and educational opportunities such as climate literacy and climate advocacy;
- facilities and operational priorities and projects including transportation, purchasing, maintenance, landscaping, and construction;
- climate-friendly food service: including initiatives to increase plant-based and lower meat recipe menu planning and food waste reduction programs;
- targets for reducing District greenhouse gas emissions and carbon budgeting; and,
- engagement and non-partisan advocacy with local, state and federal jurisdictions for commonsense climate policies that protect current and future students.

The Committee shall be open to participation by board members, administration, staff, parents, students, and community members, and shall provide quarterly reports of its activities to the Board of Trustees.

BE IT FURTHER RESOLVED, that the GUSD Board of Education calls on Congress to take swift and effective action on climate change, such as enacting a revenue-neutral carbon fee and dividend, to protect current and future students.

BE IT FURTHER RESOLVED, that the GUSD Board of Education directs the Superintendent to transmit official copies of this resolution to the following: the Superintendent of County Schools, all California county Superintendents of Schools, Gravenstein Union Teacher Association, the district's education foundation (GSF/MPF), the State Superintendent of Education, the Congressional Climate Solutions Caucus, the California State School Board Association, the National School Board Association, all California members of Congress, and the Schools for Climate Action campaign.

**Passed and Adopted:**



V E

**Bylaws of the Board  
MEMBERS**

**BB 9200(a)**

**Limits of Board Members Authority**

The Governing Board is the unit of authority over the district. It has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting.

*(cf. 9000 - Role of the Board)*

The Board member has no individual authority. Individually, the Board member may not commit the district to any policy, act or expenditure. The Board member cannot do business with the district served, nor should the Board member have an interest in any contract with the school district. The Board member represents and acts for the community as a whole and does not represent any factional segment of the community.

*(cf. 9270 - Conflict of Interest)*

Individual members of the Board, by virtue of holding office, shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. At his/her discretion, the Superintendent may refer the request to the entire Board for consideration. If approved, the Superintendent or designee shall perform any necessary research associated with the request and report to the Board at a future meeting.

*(cf. 1340 - Access to District Records)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

**Obligations of Board Members**

Board members should hold the education of children and youth above any partisan principle, group interest, or personal interest.

Board members should understand their role and the programs offered by the district. They should study all agenda materials before the meeting, participate in the discussion of items which come before the Board, vote on motions and resolutions, and abstain only for compelling reasons.

*(cf. 9240 - Board Development)*

*(cf. 9005 - Governance Standards)*

*(cf. 9320 - Meetings and Notices)*

Board members shall refer Board-related correspondence to the Superintendent or designee for forwarding to the Board or for placement on the Board's agenda.

*(cf. 9322 - Agenda/Meeting Materials)*

**Note:** Government Code 54952.1, added by SB 36 (Ch. 1137, Statutes of 1993), states that persons elected to the Board are subject to Brown Act requirements even if they have not yet assumed office and that for purposes of enforcement under the Brown Act, such: persons shall be treated as if they have already assumed office. Pursuant to Government Code 54959 (SB 36, Ch. 1137, Statutes of 1993), each member of a legislative body who attends a meeting where action is taken in violation of the Brown Act with wrongful intent to deprive the Public of information to which it is entitled is guilty of a misdemeanor.

**MEMBERS (Continued)**

**BB 9200(b)**

Board members and persons elected to the Board are responsible for complying with the requirements of the state's open meeting laws.

Note: Pursuant to Government Code 54952.7 as amended by SB 1140 (Ch. 1138, Statutes of 1993), the Board may require a copy of the Brown Act to be given to each Board member and to any person elected to the Board who has not assumed office. The following optional paragraph makes this requirement.

The Superintendent or designee shall provide a copy of the Brown Act to each Board member and to anyone who is elected to the Board.

*Legal Reference:*

EDUCATION CODE

*7054 Use of district property*

*35010 Control of district; prescription and enforcement of rules*

*35100-35351 Governing boards – esp.*

*35160-35184 Powers and duties*

*35230-35240 Corrupt practices*

*35291 Rules*

*35292 Visits to schools (Board members)*

GOVERNMENT CODE

*54952.1 Member of a legislative body of a local agency*

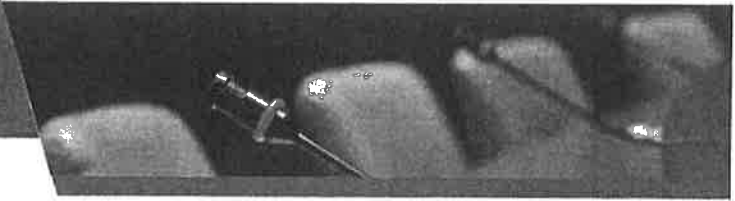
*54952.7 Copies of chapter to members of legislative body*

*54959 Penalty for unlawful meetings*

**Adopted: 3-11-04**

**GRAVENSTEIN UNION SCHOOL DISTRICT  
Sebastopol, California**

# SUMMARY OF THE BROWN ACT\*



## FIRM OVERVIEW

### Practice Areas

Charter Schools  
Community Colleges  
Facilities & Business  
Labor & Employment  
Litigation  
Local Government/  
Special Districts  
Public Finance  
Special Education  
Students  
Technology & Innovation

### Statewide

Bakersfield  
Fresno  
Los Angeles  
Mission Viejo  
Monterey  
Sacramento  
San Diego  
Walnut Creek

The Brown Act is the most important open-meetings law for local governments in California. Compliance with the Brown Act is a critical role for the governing body. \*Note: This is only a summary of key provisions of the Act, rather than a detailed overview of all its requirements.

## APPLICATION

The Brown Act applies to all "legislative bodies."

"Legislative body" means:

- > Governing Bodies: The governing body of a local agency or any other local body created by state or federal statute.
- > Subcommittees and Commissions: All subcommittees and commissions created by formal action of the legislative body, whether temporary, decision making, or advisory. There is one exception for ad hoc advisory committees consisting solely of less than a quorum of the legislative body.

## MEETINGS

### Definition

A meeting is any congregation of a majority of the legislative body that meets at the same time and place to hear, discuss, or deliberate upon any item within the body's subject matter jurisdiction. A "meeting" includes any use of direct communication, intermediaries, or technological devices such as e-mail.

### Types of Meetings

A regular meeting is the fixed formal meeting of the legislative body. Agendas must be posted at least 72 hours in advance of the meeting.

A special meeting may be called at any time either by the presiding officer or a majority of the legislative body by delivering a written notice to each member and to each local newspaper of general circulation and radio or television station requesting such notice. The notice must be delivered and the agenda posted at least 24 hours before the meeting.

## AGENDAS

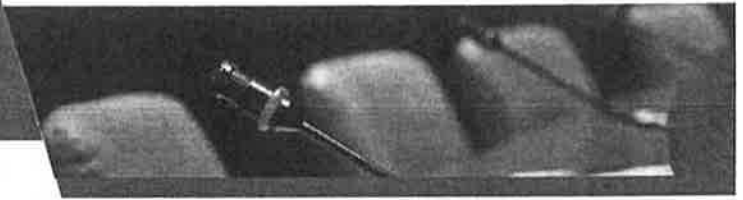
Agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting. All agendas must be posted in a location at the agency offices that is freely accessible to the public, and also on the agency's website.

School districts must allow members of the public to place matters directly related to school district business on the agenda. The school district can reasonably control when and how the item is placed on the agenda.

### Action

A legislative body may not take action on an item not appearing on the agenda, except:

- > To respond to statements made or questions posed by the public during the public comment section;
- > To ask questions of staff or the public for clarification;



- > To ask staff to report back on an item not appearing on the agenda at a subsequent meeting; or
- > To make a brief announcement.

#### **Public Comment**

Each *regular meeting* agenda must provide an opportunity for public comment on any agenda item and on any item of interest to the public within the subject matter jurisdiction of the legislative body. For *special meetings*, the agenda must provide an opportunity for members of the public directly to address the legislative body concerning any item on the agenda; comments on items not on the agenda need not be allowed.

#### **Inspection**

Writings distributed to all or to a majority of the legislative body by any person for consideration at a public meeting are public records. Documents distributed to all or a majority of the legislative body less than 72 hours before a regular meeting must be made publicly available without delay. Writings given to the Board at the meeting by staff must be available at the meeting, and writings distributed at the meeting by others must be available after the meeting. The terms "writing" and "document" include electronic records such as e-mail.

In addition, every agenda must state the location of an office at the agency where members of the public may inspect these documents.

### **CLOSED SESSIONS**

Closed sessions are meetings conducted in private without the attendance of the public. They are permitted for specific purposes; courts construe the statutory basis for closed sessions narrowly. Generally, to preserve the confidentiality of closed sessions, only essential staff should attend a closed session.

#### **Primary Types of Closed Sessions**

- > To instruct negotiators on real property transactions
- > To instruct labor negotiators
- > To discuss "pending litigation" with agency attorneys
- > To consider the appointment, employment, evaluation, discipline, or dismissal of a public employee
- > Employee Complaints or Charges  
Before holding a closed session to hear complaints or charges brought against an employee, the employee must be delivered written notice of his or her right to have

the complaints or charges heard in open session at least 24 hours before the meeting.

- > Meetings regarding threats to security of public buildings or essential public services
- > Meetings among Joint Powers Agencies formed for insurance pooling and local agency Self-Insurance Authorities to consider liability issues
- > Student matters such as discipline or records challenges

#### **Announcements from Closed Session**

- > After each closed session, the legislative body must report in open session certain actions taken in closed session, and the vote of each member, including:
  - > Approval of an agreement concluding real estate negotiations
  - > Approval for legal counsel to defend, initiate, or settle litigation
  - > Disposition of claims
  - > Action to appoint, employ, dismiss, release, accept resignation of, or affect the status of any employee
  - > Approval of labor negotiation agreements

Reporting out may be deferred under certain circumstances, usually because it is contingent upon approval by another party.

#### **Closed Session Confidentiality**

No person may disclose confidential information that has been acquired by being present in an authorized closed session to unauthorized persons, unless the legislative body formally authorizes disclosure of confidential information. "Confidential information" means a communication made in a closed session that is specifically related to the basis for the closed session.

#### **Penalties and Enforcement**

A member who attends a meeting where action is taken in violation of the Brown Act, and where the member intends to deprive the public of information which the member knows or has reason to know the public is entitled, is *guilty of a misdemeanor*.

For legal advice on a particular Brown Act issue, or for any questions, please contact us at [clientservices@lozanosmith.com](mailto:clientservices@lozanosmith.com) or 559.431.5600.



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**GRAVENSTEIN UNION SCHOOL DISTRICT**

**INDEPENDENT CONTRACTOR AGREEMENT**

This AGREEMENT is hereby entered into between the Governing Board of the Gravenstein Union School District, hereinafter referred to as "DISTRICT," OR "BOARD" and \_\_\_\_\_, hereinafter referred to as "CONTRACTOR."

1. Services. CONTRACTOR provide the following services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT on \_\_\_\_\_, and will continue through \_\_\_\_\_, subject to revision and renewal with BOARD approval in subsequent years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed \_\_\_\_\_ Dollars (\$).

DISTRICT shall pay CONTRACTOR according to the following terms and conditions:  
Payments shall be made monthly based on approved contractor monthly invoice

\_\_\_\_\_  
\_\_\_\_\_

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits,



Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

6. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. Taxes. Federal Internal Services regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this AGREEMENT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

8. Indemnification:

(a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this AGREEMENT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

9. Insurance: With respect to the performance of work under this AGREEMENT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

(a) Required/  Not Required: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."

(b) Required/  Not Required: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.

(c)  Required/ Not Required: Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and nonowned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this AGREEMENT.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall

apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) Required/  Not Required: Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this AGREEMENT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT."

(f) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this AGREEMENT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this AGREEMENT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(g) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage which is required pursuant to this AGREEMENT, the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this AGREEMENT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

10. Termination:

(a) DISTRICT or CONTRACTOR may terminate this AGREEMENT by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the AGREEMENT without cause, it shall pay CONTRACTOR for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the AGREEMENT, either party may terminate this AGREEMENT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the AGREEMENT by CONTRACTOR.

11. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this AGREEMENT and has determined that CONTRACTOR and CONTRACTOR'S employees [ X] are subject] [ are not subject] to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall

submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

12. Assignment. The obligations of the CONTRACTOR pursuant to this AGREEMENT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

13. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. Entire AGREEMENT/Amendment. This AGREEMENT and any attachments constitute the entire AGREEMENT among the parties to it and supersede any prior or contemporaneous understanding or AGREEMENT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties.

16. Notice. All notices or demands to be given under this AGREEMENT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which

notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

CONTRACTOR:

Gravenstein Union School District

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Severability. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

18. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Sonoma County, California.

THIS AGREEMENT IS ENTERED INTO THIS \_\_ DAY OF \_\_\_\_\_, 201\_.

DISTRICT

CONTRACTOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_

Typed Name

Typed Name

\_\_\_\_\_

\_\_\_\_\_

Title

Title

\_\_\_\_\_

Social Security or Taxpayer  
Identification Number

<b>Natalie Collins - Set Design</b>
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Rate Per 45 Minute Session:    \$ 85.00

Fridays	Start Date	Start	End	Minutes	Pay Rate	
	30-Nov	2:02	2:46	44	\$	60.00
		2:46	3:30	44	\$	60.00
<b>Fridays Total</b>						<b>\$ 120.00</b>

**Trimester 2**

<b>Fridays</b>	<b>11</b>	<b>X</b>	<b>\$ 120.00</b>	<b>=</b>	<b>\$</b>	<b>1,320.00</b>
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**Not to exceed:    \$ 1,320.00**

<b>Mark Bradski - Science Enrichment</b>
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Rate Per 44/45 Minute Session: \$ 100.00

Thursday Reg. at Gravenstein	Start Date	Start	End	Minutes	Pay Rate
	15-Nov	8:30	9:15	45	\$ 100.00
		9:15	10:00	45	\$ 100.00
		10:15	11:00	45	\$ 100.00
		11:00	11:45	45	\$ 100.00
		11:45	12:30	45	\$ 100.00
		12:30	1:15	45	\$ 100.00
<b>Thursdays Total</b>					<b>\$ 600.00</b>

Thursday ERD at Gravenstein	Start Date	Start	End	Minutes	Pay Rate
	12/13,1/10,1/24,	8:15	9:00	45	\$ 100.00
	2/7,2/21	9:00	9:30	30	\$ 66.67
		9:30	10:00	30	\$ 66.67
		10:15	10:45	30	\$ 66.67
		10:50	11:20	30	\$ 66.67
		11:30	12:15	45	\$ 100.00
<b>Thursdays Total</b>					<b>\$ 466.67</b>

Friday at Grav & Hillcrest	Start Date	Start	End	Minutes	Pay Rate
	30-Nov	8:45	9:30	45	\$ 100.00
		9:30	10:15	45	\$ 100.00
		10:35	11:20	45	\$ 100.00
		11:25	12:10	45	\$ 100.00
		2:02	2:46	44	\$ 100.00
		2:46	3:30	44	\$ 100.00
<b>Friday Total</b>					<b>\$ 600.00</b>

**Trimester 2**

Thursdays Reg.	7	X	\$ 600.00	=	\$	4,200.00
Thursdays ERD	5	X	\$ 466.67	=	\$	2,333.34
Friday	11	X	\$ 600.00	=	\$	6,600.00
						<b>\$ 13,133.34</b>

Not to exceed: \$ 13,133.34

**Make Up Sessions**

**100**



<b>Margo Perin - Poetry Enrichment</b>
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Rate Per 45 Minute Session:   \$ 75.00

Mondays	Start Date	Start	End	Minutes	Pay Rate
	19-Nov	11:45	12:30	45	\$ 75.00
		1:20	2:05	45	\$ 75.00
		2:10	2:55	45	\$ 75.00
<b>Monday Total</b>					<b>\$ 225.00</b>

Fridays	Start Date	Start	End	Minutes	Pay Rate
	16-Nov	10:55	11:40	45	\$ 75.00
		11:45	12:30	45	\$ 75.00
		1:20	2:05	45	\$ 75.00
<b>Friday Total</b>					<b>\$ 225.00</b>

**Trimester 2**

<b>Mondays</b>	<b>9</b>	<b>X</b>	<b>\$ 225.00</b>	<b>=</b>	<b>\$</b>	<b>2,025.00</b>
<b>Fridays</b>	<b>2</b>	<b>X</b>	<b>\$ 225.00</b>	<b>=</b>	<b>\$</b>	<b>450.00</b>
					<b>\$</b>	<b>2,475.00</b>

Not to exceed:   **\$ 2,475.00**

<b>Christine Cramer - Art Enrichment</b>
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Rate Per 44/45 Minute Session: \$ 85.00

Monday at Hillcrest	Start Date	Start	End	Minutes	Pay Rate	
	19-Nov	9:20	10:04	44	\$	85.00
		10:14	10:58	44	\$	85.00
		11:01	11:45	44	\$	85.00
		11:48	12:32	44	\$	85.00
		1:15	1:59	44	\$	85.00
		2:02	2:46	44	\$	85.00
<b>Tuesday Total</b>						<b>\$ 510.00</b>

Thursday at Gravenstein	Start Date	Start	End	Minutes		
	15-Nov	9:30	10:15	45	\$	85.00
		10:35	11:20	45	\$	85.00
<b>Thursday Total</b>						<b>\$ 170.00</b>

**Trimester 2**

<b>Mondays</b>	10	X	\$ 510.00	=	\$	5,100.00
<b>Thursdays</b>	12	X	\$ 170.00	=	\$	2,040.00
						<b>\$ 7,140.00</b>

**Not to exceed: \$ 7,140.00**

<b>Stephanie Barclay - Dance Enrichment</b>
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Rate Per 45 Minute Session:   \$ 60.00

Wednesday	Start Date	Start	End	Minutes	Pay Rate
	28-Nov	9:00	9:30	30	\$ 40.00
		9:30	10:00	30	\$ 40.00
		10:20	10:50	30	\$ 40.00
		10:50	11:20	30	\$ 40.00
		11:25	12:10	45	\$ 60.00
<b>Wednesday Total</b>					<b>\$ 220.00</b>

Thursday	Start Date	Start	End	Minutes	
	15-Nov	8:40	9:25	45	\$ 60.00
		9:30	10:15	45	\$ 60.00
		10:30	11:15	45	\$ 60.00
		11:15	12:00	45	\$ 60.00
<b>Thursday Total</b>					<b>\$ 240.00</b>

**Trimester 2**

<b>Wednesdays</b>	11	X	\$ 220.00	=	\$	2,420.01
<b>Thursdays</b>	12	X	\$ 240.00	=	\$	2,880.00
					\$	5,300.01

Not to exceed:   \$ 5,300.01

<b>Stephanie Barclay - Dance Enrichment</b>
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Rate Per 45 Minute Session:   \$ 60.00

Wednesday	Start Date	Start	End	Minutes	Pay Rate	
	22-Aug	8:45	9:30	45	\$	60.00
		9:30	10:15	45	\$	60.00
		10:35	11:20	45	\$	60.00
<b>Wednesday Total</b>						<b>\$ 180.00</b>

Thursday	Start Date	Start	End	Minutes		
	23-Aug	10:35	11:20	45	\$	60.00
		11:20	12:05	45	\$	60.00
<b>Thursday Total</b>						<b>\$ 120.00</b>

**Trimester 1**

<b>Wednesdays</b>	<b>12</b>	<b>X</b>	<b>\$ 180.00</b>	<b>=</b>	<b>\$</b>	<b>2,160.00</b>
<b>Thursdays</b>	12	X	\$ 120.00	=	\$	1,440.00
						<b>\$ 3,600.00</b>

Not to exceed:   \$ 3,600.00

<b>Nancy Prebilich - Drama Enrichment</b>
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Rate Per 45 Minute Session:   \$ 60.00

Tuesdays	Start Date	Start	End	Minutes	Pay Rate	
	13-Nov	10:35	11:20	45	\$	60.00
		11:25	12:10	45	\$	60.00

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**Tuesday Total   \$       120.00**

Fridays	Start Date	Start	End	Minutes		
	16-Nov	1:35	2:20	45	\$	60.00
		2:20	3:05	45	\$	60.00

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**Friday Total   \$       120.00**

**Trimester 1**

<b>Tuesdays</b>	13	X	\$ 120.00	=	\$	1,560.00
<b>Fridays</b>	12	X	\$ 120.00	=	\$	1,440.00
					\$	3,000.00

Not to exceed:   \$ 3,000.00

<b>Marla Pedersen - Art Enrichment - Kindergarten</b>
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Rate Per 30 Minute Session:   \$ 60.00

Thursdays	Start Date	Start	End	Minutes	Pay Rate
	23-Aug	8:55	9:25	30	\$ 60.00
		9:30	10:00	30	\$ 60.00
		10:20	10:50	30	\$ 60.00
		10:55	11:25	30	\$ 60.00
<b>Thursday Total</b>					<b>\$ 240.00</b>

**Trimester 1**

<b>Thursdays</b>	<b>12</b>	<b>X</b>	<b>\$ 240.00</b>	<b>=</b>	<b>\$ 2,880.00</b>
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**Not to exceed:   \$ 2,880.00**

<b>Spencer Burrows - Gravenstein Music Enrichment</b>
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Rate Per 45 Minute Session:   \$ 50.00

Mondays	Start Date	Start	End	Minutes	Pay Rate	
	20-Aug	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
<b>Monday Total</b>						<b>\$ 133.32</b>

Wednesdays	Start Date	Start	End	Minutes		
	23-Aug	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
<b>Wednesday Total</b>						<b>\$ 133.32</b>

Thursdays	Start Date	Start	End	Minutes		
	24-Aug	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
<b>Thursday Total</b>						<b>\$ 133.32</b>

**Trimester 1**

<b>Mondays</b>	10	X	\$ 133.32	=	\$	1,333.20
<b>Wednesdays</b>	12	X	\$ 133.32	=	\$	1,599.84
<b>Thursdays</b>	10	X	\$ 133.32	=	\$	1,333.20
					\$	4,266.24

Not to exceed:	\$ 4,266.24
	-266.64
	<b>\$ 3,999.60</b>

<b>Spencer Burrows - Gravenstein Music Enrichment</b>
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Rate Per 45 Minute Session: \$ 50.00

Mondays	Start Date	Start	End	Minutes	Pay Rate	
	19-Nov	8:45	9:15	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
		11:40	12:10	30	\$	33.33
		1:00	1:30	30	\$	33.33
<b>Monday Total</b>						<b>\$ 199.98</b>

Wednesdays	Start Date	Start	End	Minutes		
	28-Nov	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
<b>Wednesdays Total</b>						<b>\$ 66.66</b>

Thursdays	Start Date	Start	End	Minutes		
	15-Nov	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
<b>Thursdays Total</b>						<b>\$ 133.32</b>

Fridays	Start Date	Start	End	Minutes		
Hillcrest	30-Nov	2:02	2:46	44	\$	50.00
		2:46	3:30	44	\$	50.00
<b>Fridays Total</b>						<b>\$ 100.00</b>

**Trimester 2**

<b>Mondays</b>	<b>10</b>	<b>X</b>	<b>\$ 199.98</b>	<b>=</b>	<b>\$</b>	<b>1,999.80</b>
<b>Wednesdays</b>	<b>11</b>	<b>X</b>	<b>\$ 66.66</b>	<b>=</b>	<b>\$</b>	<b>733.26</b>
<b>Thursdays</b>	<b>12</b>	<b>X</b>	<b>\$ 133.32</b>	<b>=</b>	<b>\$</b>	<b>1,599.84</b>
<b>Fridays</b>	<b>11</b>	<b>X</b>	<b>\$ 100.00</b>	<b>=</b>	<b>\$</b>	<b>1,100.00</b>
					<b>\$</b>	<b>5,432.90</b>

Not to exceed: \$ 5,432.90

19-Nov	133.32
15-Nov	133.32
	<b>266.64</b>

Tri 2 PO NTE \$ 5,699.54



<b>Paige Dumont - Gravenstein Athletic Movement Classes</b>
---

Rate Per 45 Minute Session     \$ 50.00

Tuesdays	Start Date	Start	End	Minutes	Pay Rate	
	21-Aug	8:55	9:25	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33

---

**Monday Total \$ 99.99**

Thursdays	Start Date	Start	End	Minutes		
	23-Aug	8:40	9:25	45	\$	50.00
		9:30	10:15	45	\$	50.00
		10:35	11:20	45	\$	50.00
		11:20	12:05	45	\$	50.00

---

**Wednesday Total \$ 200.00**

Fridays	Start Date	Start	End	Minutes		
	24-Aug	8:40	9:25	45	\$	50.00
		9:30	10:15	45	\$	50.00
		10:30	11:00	30	\$	33.33
		11:00	11:45	45	\$	50.00
		11:45	12:30	45	\$	50.00

---

**Thursday Total \$ 233.33**

**Trimester 1**

<b>Tuesdays</b>	<b>12</b>	<b>X</b>	<b>\$ 99.99</b>	<b>=</b>	<b>\$</b>	<b>1,199.88</b>
<b>Thursdays</b>	<b>12</b>	<b>X</b>	<b>\$ 200.00</b>	<b>=</b>	<b>\$</b>	<b>2,400.00</b>
<b>Fridays</b>	<b>10</b>	<b>X</b>	<b>\$ 233.33</b>	<b>=</b>	<b>\$</b>	<b>2,333.30</b>
					<b>\$</b>	<b>5,933.18</b>

Not to exceed:     \$ 5,933.18

<b>Paige Dumont - Gravenstein Athletic Movement Classes</b>
---

Rate Per 45 Minute Session: \$ 50.00

Tuesdays	Start Date	Start	End	Minutes	Pay Rate	
	20-Nov	8:55	9:25	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:00	10:15	15	\$	16.67
		10:15	10:30	15	\$	16.67
		10:30	11:00	30	\$	33.33

---

**Tuesday Total \$ 133.32**

Wednesdays	Start Date	Start	End	Minutes		
	28-Nov	8:45	9:30	45	\$	50.00
		9:30	10:00	30	\$	33.33

---

**Wednesday Total \$ 83.33**

Thursdays	Start Date	Start	End	Minutes		
	15-Nov	9:25	10:10	45	\$	50.00
		10:35	11:20	45	\$	50.00

---

**Thursday Total \$ 100.00**

Fridays	Start Date	Start	End	Minutes		
	30-Nov	8:45	9:30	45	\$	50.00
		9:30	10:15	45	\$	50.00
		10:35	11:20	45	\$	50.00
		11:25	12:10	45	\$	50.00
		12:55	1:40	45	\$	50.00

---

**Friday Total \$ 250.00**

**Trimester 2**

<b>Tuesdays</b>	<b>12</b>	<b>X</b>	<b>\$ 133.32</b>	<b>=</b>	<b>\$</b>	<b>1,599.84</b>
<b>Wednesdays</b>	<b>11</b>	<b>X</b>	<b>\$ 83.33</b>	<b>=</b>	<b>\$</b>	<b>916.63</b>
<b>Thursdays</b>	<b>12</b>	<b>X</b>	<b>\$ 83.33</b>	<b>=</b>	<b>\$</b>	<b>999.96</b>
<b>Fridays</b>	<b>11</b>	<b>X</b>	<b>\$ 250.00</b>	<b>=</b>	<b>\$</b>	<b>2,750.00</b>
					<b>\$</b>	<b>6,266.43</b>

Not to exceed: \$ 6,266.43

## **Independent Contractors for Enrichments**

**\* Additional information:**

This year, the District agreed to take over the management of enrichment contractors, previously managed primarily by parent foundations. Although the business office is willing to take this on, we have recently learned that the laws around contractors changed. Next year, we will need to have contractors employed by a parent foundation once again, or we will have to make the enrichment provider an employee with all the payroll expenses of staff. Cost will increase significantly if the District is the employer.



Y G.

**Summary Report on:**

**Change Order Request for MPR Siding**

During modernization work at the Gravenstein Elementary School multi-use building last year, our contractor discovered large portions of dry rot in the exterior siding. To avoid delaying the reopening of the building further, the District decided to defer work until this year. We now plan to repair the exterior of the multi-use this summer. Work will include demolishing most of the existing siding down to exterior sheathing and installing a new weather-resistive barrier, flashing, furring for a rainscreen system and new siding. This new siding system will allow the new windows to be properly flashed and sealed.

Distribution:

OWNER	<input checked="" type="checkbox"/>
ARCHITECT	<input checked="" type="checkbox"/>
CONTRACTOR	<input checked="" type="checkbox"/>
FOR (copy)	<input checked="" type="checkbox"/>
DSA	<input checked="" type="checkbox"/>



Via:

Fax	<input type="checkbox"/>
E-Mail	<input type="checkbox"/>
Mail	<input checked="" type="checkbox"/>
Overnight	<input type="checkbox"/>
Hand	<input checked="" type="checkbox"/>

# CHANGE ORDER

DRAFT

**PROJECT:** Gravenstein ES Phase 3  
Multi-Use Modernization  
Sebastopol, CA 95472

<b>Change Order No.</b>	01
Contract For:	se Modernization and Ir
Contract Date	2/21/2018
DSA File No.:	49-39
DSA App. No.:	01-117131
Arch. Project No.:	988.00
Arch File Code:	97.00

**CONTRACTOR:** GCCI, INC.  
P.O. Box 11039  
Santa Rosa, CA 95406

You are directed to make the following changes in this contract: (Refer to Attached Summary, next page)

*Reserved for Architect's Stamp*

*Reserved for DSA Approval Stamp*

The original Contract Sum was	\$ 2,213,216
Net change by previous Change Orders	\$ -
The Contract Sum prior to this Change Order was	\$ 2,213,216
The Contract Sum will be INCREASED by this Change Order in the amount of	\$ 117,244
The new Contract Sum including this Change Order will be	\$ 2,330,460
The Contract Time will be UNCHANGED by this Change Order in the amount of	Zero Days
The Date of Completion as of the date of this Change Order:	5/1/2019

**Not valid until signed by both the Owner and the Architect.**

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time.

The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Suppliers, at all tiers, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all other work under this Contract. The signing of the Change Order indicates that the Change Order constitutes full mutual accord and satisfaction for the changed work, and that the time and cost under the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractors and all Suppliers, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

**By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:**

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

ARCHITECT	CONTRACTOR	OWNER
<b>AXIA Architects</b>	<b>GCCI, INC.</b>	<b>Gravenstein Union School Distri</b>
250 D Street, Suite 210	P.O. Box 11039	3840 Twig Avenue
Santa Rosa, CA 95404	Santa Rosa, CA 95406	Sebastopol, CA 95472
By. _____	By. _____	By. _____
Date _____	Date _____	Date _____

SUMMARY OF ATTACHMENTS TO: **Change Order No. 01**

**PROJECT:**  
 Gravenstein ES Phase 3  
 Multi-Use Modernization

Contract For: se Modernization and In  
 DSA File No.: 01-117131  
 DSA App. No.: 01-107820

No	Reference:	Description:	C.O.R. #	Request by:	Amount	Calendar Days Added to Contract			
						DoC	M1	M2	M3
<b>TOTALS:</b>					\$ 92,576	0	0	0	0
1	RFP 015	Siding Repair and Upgrades	017	GCCI	\$ 92,576				
2									
3									
4									
5									
6									
7									
8									
9									

**END OF SUMMARY**

Gravenstein Union School District  
**Gravenstein Elementary School, Phase 3 Multi-Use Modernization**  
**Construction Manager's Monthly Report**  
 Period Ending – January 31, 2019

Approved Change Orders to date:

COR 001	Cost for re-routing of gas line per RFI 006	\$1,506.00
COR 002	Cost for tackwall and ceiling changes per RFP 005	\$7,734.00
COR 003	Cost to change HM doors and frames to wood doors and frames at the stage per RFP 004	\$1,770.00
COR 004	Type II Exhaust Hood	\$1,086.00
COR 005	Dry rot repairs	(\$4,310.00)
COR 006	Learning lab electrical per RFP 011	\$2,279.00
COR 007	Added outlets at the restrooms	\$982.00
COR 008	Cost to relocate the HVAC above the staff restrooms per RFI 015/RFI 022	\$6,838.00
COR 009	Cost to furnish and install a new electrical panel at the west wall of the stage, along with the associated abatement	\$14,507.00
COR 010	Cost to furnish and install the new dishwasher per RFP 008	\$5,833.00
COR 011r2	Electrical changes per RFP 009	\$3,340.00
COR 012	Conduit R/R per RFI 037	\$1,242.00
COR 013	Cost to install VCT flooring	\$447.00
COR 014	Credit for the existing painting per RFP 012	(\$3,919.00)
COR 015r1	Cost for new gutter and downspout per RFP 013	\$6,215.00
COR 016	Cost for added electrical and lighting revisions per RFP 014	\$1,546.00

**Total Approved COR's (thru January 31, 2019):** \$47,096.00  
**Balance of Remaining Contingency (thru January 31, 2019):** \$154,105.00

\*\*\* Pending \*\*\*

COR 017	Cost for replacing siding per RFP 015	\$271,349.00
---------	---------------------------------------	--------------

**Total Change Order Amount Add to Contract After Exhausting Contingency** \$117,244.00



# CHANGE ORDER REQUEST

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 INSPECTOR

**COR  
017**

<b>PROJECT:</b> Gravenstein Elementary School Improvements	<b>ARCHITECT:</b> AXIA Architects 250 D Street, Suite 210 Santa Rosa, CA 95404	<b>C. O. R. No.</b> Date: Arch. Project No. Contract For: Contract Date: DSA File No. DSA App. No. OPSC App. No. Response to: Arch. RFP No.	<u>017</u> <u>2/6/19</u> <u>988 00</u> <u></u> <u></u> <u>49-39</u> <u>01-117131</u> <u></u> <u>RFP 015</u>
<b>OWNER:</b> Gravenstein Union School District 3840 Twig Ave. Sebastopol, CA 95492	<b>INSPECTOR OF RECORD:</b> Isaac Kuster		

**DESCRIPTION:**  
 Cost for siding replacement as described in RFP 015. Note some items are allowances and will be adjusted via separate COR.

MODIFICATION TO  
 CONTRACT SUM:  
 (Line 22 from Page 2)

~~\$246,691~~  
\$271,349.00

MODIFICATION TO  
 CONTRACT TIME: N/A

**CONTRACTORS CERTIFICATION AND WAIVER OF CLAIMS:**

"The undersigned Contractor approves the foregoing as to the changes in work, if any, and as to the contract price specified for each item and as to the extension of time allowed, if any, for completion of the project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which Contractor knows are false are made at the sole risk of the Contractor and may be a violation of the False Claims Act, as set forth in Government Code Sections 12650 et seq. It is understood that the changes to the Contract Documents set forth herein shall only be effective upon approval by the governing board of the District."

"It is expressly understood that the value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project. Any costs, expenses, damages, or time extensions not included herein are deemed waived."

"Any alteration or revision of this Document, it's terms, or this Certification is deemed a waiver of any costs, expenses, damages, or time extensions included herein."

**CONTRACTOR:**

**GCCI, Inc.**  
 PO Box 11039  
 Santa Rosa, CA 95406

By: Brandon Gentry  
 Date: 2/6/19

*Architect's Action*

- REJECT - Received Too Late.
- REJECT - Inadequate Back-Up.
- REJECT - Not in Proper Form.
- Review and Comment Only

SUMMARY OF ATTACHMENTS TO:

PROJECT:  
Gravenstein Elementary School  
Improvements

C.O. R. No.:	017
Project No.:	988.00
Date:	2/6/19
DSA App. No.:	01-117131
Page	2/2

LINE	TITLE:	ADDED	CREDIT
ALL LINES SHALL BE FILLED IN (zero values acceptable).			
<b>GENERAL CONTRACTOR'S WORK</b>			
1	Material (attach itemized quantity and unit cost <u>excluding</u> sales tax)	\$0	\$0
2	Labor (attach itemized hours and rates)	0	\$0
3	Equipment (attach invoices)	\$0	\$0
4	<b>Subtotal</b>	<b>\$151,660</b>	<b>\$0</b>
5	General Contractor's Overhead and Profit, not to exceed fifteen percent (15%) of line 4.	\$22,749	\$0
6	<b>Subtotal</b> General Contractor Work (sum of lines 6 and 7.)	<b>\$174,409</b>	<b>\$0</b>
<b>SUBCONTRACT WORK</b> (Provide separate breakdown for each subcontract)*			
7	Material (attach itemized quantity and unit cost <u>excluding</u> sales tax)	\$0	\$0
8	Labor (attach itemized hours and rates)	\$0	\$0
9	Equipment (attach invoices)	\$0	\$0
10	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>
11	Subcontractor's overhead and profit on work performed by Sub-contractor, not to exceed fifteen percent (15%) of line 12.	\$0	\$0
12	<b>Subtotal</b>	<b>\$60,000</b>	<b>\$0</b>
13	General Contractor's Overhead and Profit on subcontract work, not to exceed ten percent (10%) of line 14.	\$6,000	\$0
14	<b>Total</b> of Subcontract Work (sum of lines 14, 15 and 16)	<b>\$66,000</b>	<b>\$0</b>
15	<b>SUBTOTAL</b> General Contractor and Subcontractor Work (sum of lines 6 and 14.)	<b>\$240,409</b>	<b>\$0</b>
16	All - Risk Insurance, not to exceed four tenths of one percent (.4%) of line 15	\$962	\$0
17	P&P Bonds, not to exceed one hundred and twenty thousandths of one percent (1.2%) of line 15 and 16	\$2,896	\$0
18	General Liability Insurance, not to exceed one percent (1%) of line 15 and 16	\$2,414	\$0
19	Contingency, not to exceed ten percent (10%) of lines 15, 16, 17 & 18	\$24,668	\$0
20	<b>TOTAL</b> (sum of lines 15, 16, 17, 18 and 19)	<del>\$246,681</del>	<b>\$0</b>

\$271,349.00

\* Attach additional copies of this page as required to summarize additional subcontract

**Gravenstein Siding Replacement**

Spec	Description	Contractor	Price	Notes
<b>Division 02 Existing Conditions</b>				
02-4119	Minor Demolition for Remodeling	GCCI, Inc.	\$ 54,900	
<b>Division 06 Wood and Plastics</b>				
06-1000	Rough Carpentry	GCCI, Inc.	\$ 91,080	Hardie Panels and Rain Screen
<b>Division 07 Thermal and Moisture Protection</b>				
07-6200	Sheet Metal Flashing and Trim	TBD	\$ 25,000	<i>Allowance</i>
<b>Division 09 Finishes</b>				
09-9113	Exterior Painting	JR Thompson	\$ 30,000	
<b>Division 12 Furnishings</b>				
No Spec	Canopies	GCCI, Inc.	\$ 5,680	<i>\$3,500 Material Allowance</i>
<b>Division 26 Electrical</b>				
26-0010	Basic Electrical Requirements	Mike Brown Electric	\$ 5,000	Misc
<b>Subtotal</b>			\$ 211,660	
Mark-Up			\$ 28,749	
All-Risk Ins			\$ 962	
P/P Bonds			\$ 2,896	
GL Ins.			\$ 2,414	
Contingency			\$ 24,668	
<b>Total</b>			\$ <del>246,681</del>	<b>\$271,349.00</b>



Owner:   
 Contractor:   
 Inspector:   
 Consultant:   
 Other:

Fax:   
 Email:   
 Mail:   
 Overnight:   
 Hand:

# REQUEST FOR PROPOSAL

<b>PROJECT:</b> Gravenstein ES Phase 3 Multi-Use Modernization Sebastopol, CA 95472	<b>CONTRACTOR:</b> GCCCI, INC. Contact: Santa Rosa, CA 95406 Email: brandon@gccciinc.com	<b>R.F.P. No.:</b> 015R <b>Date:</b> 02/11/19 Arch. Project No.: 988.00
<b>OWNER:</b> Gravenstein Union School District Email: schwinn@grav.k12.ca.us	<b>ARCHITECT:</b> AXIA Architects Email: dhilberman@axiaarchitects.com	Contract For: Modernization and Impr DSA App No.: 01-117131
<b>RE TOPIC:</b> Siding Repair & Upgrade	<b>INSPECTOR:</b> I.A. Kuster Construction Inspect Email: dsa.inspector@gmail.com	Contr. Project No.: Arch. File Code: 95.00

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED.**

- Submit an itemized proposal for changes in the Contract Sum or Contract Time for proposed modifications described below within ten (10) days of date written above, or notify the Architect in writing of the date proposal will be submitted. (not to exceed 30 days).

- Overtime or Premium time work is not authorized for this proposal unless specifically stated otherwise below

### CONDITIONS AND DISCLAIMER:

All proposals subject to the following: The compensation (time and cost) set forth in response to this proposal comprises the total compensation due the Contractor, all Subcontractors and all Suppliers, at all tiers, for the work or change defined in the Proposal, including all impact on unchanged work. By submitting this proposal the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the proposal, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all other work under this Contract. The submittal of the proposal indicates that the proposal constitutes full mutual accord and satisfaction for the changed work, and that the time and cost under the proposal constitutes the total equitable adjustment owed the Contractor, all Subcontractors and all Suppliers, at all tiers, as a result of the proposal. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this proposal. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

### DESCRIPTION:

At the District's request provide cost for the following scope of work:

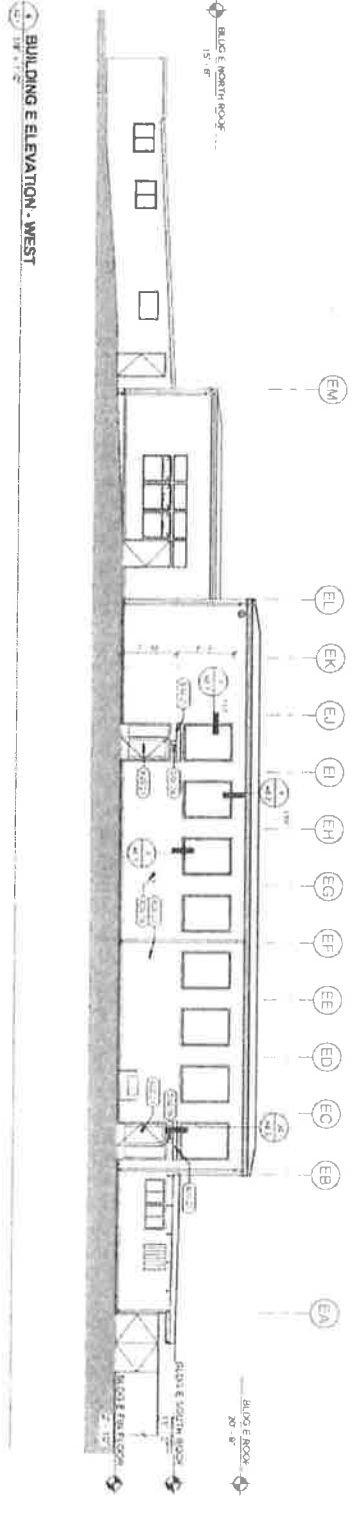
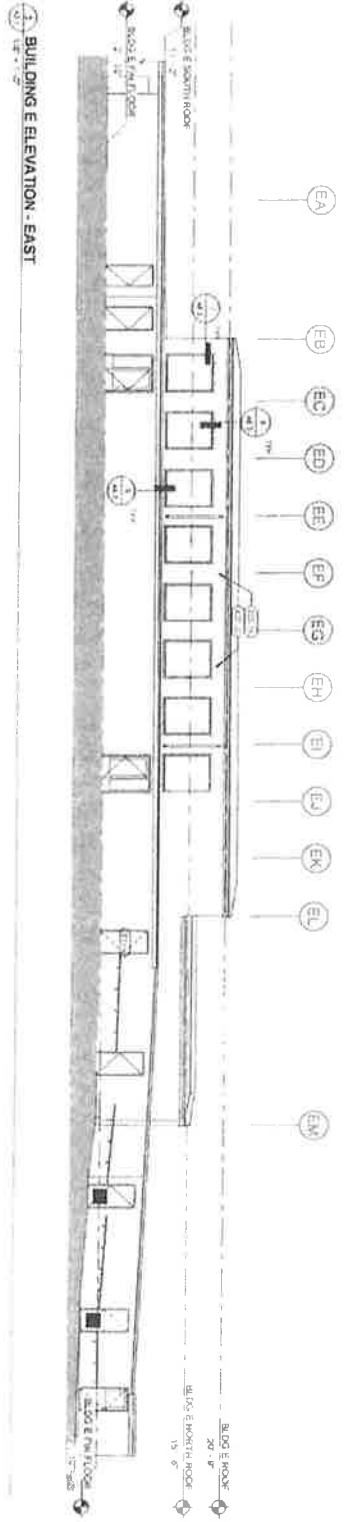
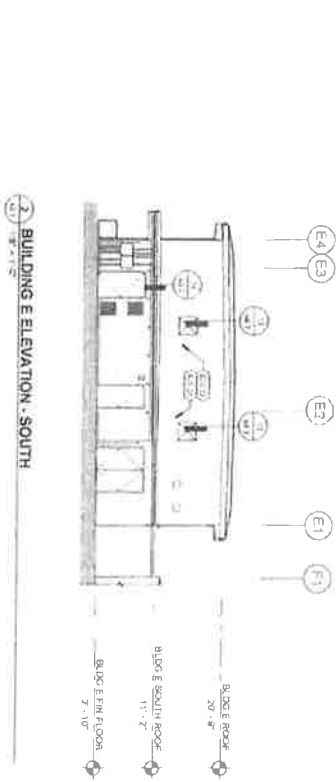
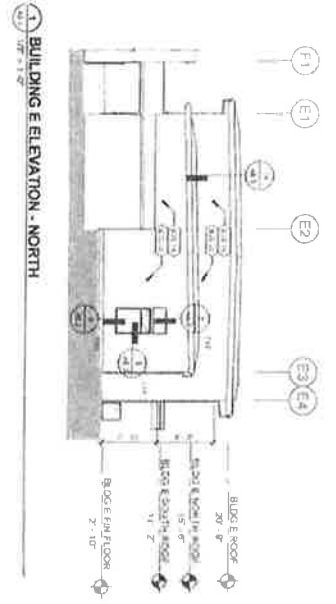
1. Demolish exterior siding, WRB, and additional materials above the plywood sheathing as indicated on attached exterior elevations
2. Install new WRB, furring strips for a rainscreen assembly and fibercoement panel siding as indicated on the attached exterior elevations.
3. Paint the fibercement exterior siding as direct by the District and Architect.
4. Install two (2) entry canopies at west entry doors, GC and Architect to coordinate.
5. Install new gasketing around entry doors at west elevation
6. Relocate exterior-lights as shown.
7. Additional contingency allowance of 10% at District's direction.

ATTACHMENTS: (list supporting documentation)

- A3 1 & A8 3
- 07-4646 Fiber Cement Siding
- 10-71113 - Exterior Sun Control Devices

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_



EXTERIOR ELEVATION NOTES

1. All exterior finishes shall be in accordance with the approved specifications.
2. All exterior finishes shall be applied in accordance with the approved specifications.
3. All exterior finishes shall be applied in accordance with the approved specifications.
4. All exterior finishes shall be applied in accordance with the approved specifications.
5. All exterior finishes shall be applied in accordance with the approved specifications.
6. All exterior finishes shall be applied in accordance with the approved specifications.
7. All exterior finishes shall be applied in accordance with the approved specifications.
8. All exterior finishes shall be applied in accordance with the approved specifications.
9. All exterior finishes shall be applied in accordance with the approved specifications.
10. All exterior finishes shall be applied in accordance with the approved specifications.

KEYNOTE LEGEND

- 1. All exterior finishes shall be in accordance with the approved specifications.
- 2. All exterior finishes shall be applied in accordance with the approved specifications.
- 3. All exterior finishes shall be applied in accordance with the approved specifications.
- 4. All exterior finishes shall be applied in accordance with the approved specifications.
- 5. All exterior finishes shall be applied in accordance with the approved specifications.
- 6. All exterior finishes shall be applied in accordance with the approved specifications.
- 7. All exterior finishes shall be applied in accordance with the approved specifications.
- 8. All exterior finishes shall be applied in accordance with the approved specifications.
- 9. All exterior finishes shall be applied in accordance with the approved specifications.
- 10. All exterior finishes shall be applied in accordance with the approved specifications.

GRAVESTONE ELEMENTARY SCHOOL  
PHASE 3 MULTI-USE MODERNIZATION  
3841 TWIG AVENUE  
SEBASTOPOL CALIFORNIA

AXIA

ARCHITECTS

1000 S. MAIN ST. SUITE 100  
SEBASTOPOL, CA 94965  
TEL: 707.835.1000  
WWW.AXIAARCHITECTS.COM

PROJECT NO. 2024-001

SHEET NO. A3.1

DATE: 01/17/2024

DESIGNED BY: J. L. [Name]

DRAWN BY: J. L. [Name]

CHECKED BY: J. L. [Name]

APPROVED BY: J. L. [Name]

### SUNSHADE RIGGING SUPPORT

NO.	DESCRIPTION	QTY	UNIT	REMARKS
1	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
2	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
3	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
4	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
5	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
6	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
7	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
8	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
9	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	
10	1/2" x 1/2" x 1/2" ALUMINUM ANGLE	10	LINEAR FEET	

### ROOF TO WALL TRANSITION DETAIL

### DUCT PENETRATION DETAIL

### PANEL JOINT HORIZONTAL DETAIL

### PANEL JOINT VERTICAL DETAIL

### HM DOOR JAMB DETAIL - SIDING

### WINDOW HEAD DETAIL - SIDING

### WINDOW SILL DETAIL - SIDING

### EXTERIOR WALL - TYPE A

### EXTERIOR WALL BASE - PANEL

### EXTERIOR CORNER DETAIL

### HM DOOR HEAD DETAIL - SIDING

**SECTION 07-4646**  
**FIBER CEMENT SIDING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Wood-fiber cement siding.
- B. Weather Resistive Barrier under siding.
- C. Accessories and Trim.

**1.02 RELATED REQUIREMENTS**

- A. Section 06-1000 - Rough Carpentry: Siding substrate.
- B. Section 07-9005 - Joint Sealers.
- C. Section 09-9113 - Exterior Painting: Field painting.
- D. Various sections specifying work penetrating or applied to walls receiving siding.

**1.03 REFERENCE STANDARDS**

- A. ASTM C1186 - Standard Specification for Flat Fiber Cement Sheets.
- B. ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- C. ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.
- D. Manufacturer's Installation Method Brochure: "Recommended & Approved Tools and Accessories" and "Installation Instructions".

**1.04 SUBMITTALS**

- A. See Section 01-3300 - Submittals for submittal procedures.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Manufacturer's requirements for related materials to be installed by others.
  - 2. Preparation instructions and recommendations.
  - 3. Storage and handling requirements and recommendations.
  - 4. Installation methods, including nail patterns.
- C. Samples: Provide 3 samples of: Siding products in textures specified, not less than 12 inches in length; Sample sections of channel dividers and Z sections.
- D. Test Report: Applicable model code authority evaluation report (e.g. ICC-ES).
- E. Maintenance Instructions: Periodic inspection recommendations and maintenance procedures.
- F. Warranty: Submit copy of manufacturer's warranty, made out in Owner's name, showing that it has been registered with manufacturer.

**1.05 QUALITY ASSURANCE**

- A. Installer Qualifications: Company specializing in performing work of the type specified in this section with minimum 3 years of experience.

**1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Store products under waterproof cover and elevated above grade, on a flat surface.

**1.07 WARRANTY**

- A. See Section 01-7700 - Closeout Submittals, for additional warranty requirements.
- B. Provide manufacturer's standard 5 year limited warranty on factory-applied primer product.
- C. Provide manufacturer's standard 50-year limited warranty on siding products, transferable to new owners.

## PART 2 PRODUCTS

### 2.01 MATERIALS

- A. Portland cement, ground sand, cellulose fiber, select additives and water. No asbestos, glass fibers or formaldehyde.
- B. Flexural Strength: Conform to the following when tested at Equilibrium Moisture Content according to ASTM C1185.
  - 1. Along direction of sheet: 2500 psi.
  - 2. Across direction of sheet: 1850 psi.
- C. Approved as exterior cladding per National Evaluation Service report NER-405 (ICBO).
- D. Non-Combustibility: Certified non-combustible when tested in accordance with ASTM E136.
- E. Surface Burning Characteristics: Flame spread index of 0; fuel contributed of 0, smoke developed index of 5, maximum; when tested in accordance with ASTM E 84.
- F. Fire Endurance Classification: 1 hour, when tested in accordance with ASTM E 119 as wall assembly.

### 2.02 SIDING

- A. Panel Siding: Vertically oriented panels made of cement and cellulose fiber formed under high pressure with integral surface texture, complying with ASTM C1186 Type A Grade II; with machined edges, for nail attachment.
  - 1. Texture: Smooth.
  - 2. Length (Height): 96 inches, nominal.
  - 3. Width: 48 inches.
  - 4. Thickness: 5/16 inch, nominal.
  - 5. Finish: Factory applied primer.
  - 6. Color: To Be Selected by Architect.
  - 7. Warranty: 50 year limited; transferable.
  - 8. Panel Siding Manufacturers:
    - a. CertainTeed Corporation : [www.certainteed.com](http://www.certainteed.com).
    - b. James Hardie Building Products, Inc: [www.jameshardie.com/#sle](http://www.jameshardie.com/#sle).
    - c. Nichiha USA, Inc: [www.nichiha.com/#sle](http://www.nichiha.com/#sle).
    - d. Substitutions: See Section 01-6000 - Product Requirements.

### 2.03 TRIM

- A. Trim: Fiber-cement exterior trim, "HardieTrim" .
  - 1. General: Provide types as indicated on the drawings, as recommended by manufacturer, and as required to suit application. All required types may not be specifically indicated
  - 2. 4/4 nominal thickness (3/4 inch actual),
  - 3. Widths available, nominal (actual): 4 inch (3-1/2 inch), 5 inch (4-1/2 inch), 6 inch (5-1/2 inch), 8 inch (7-1/4 inch), 10 inch (9-1/4 inch), 12 inch (11-1/4 inch),
  - 4. Lengths: Longest available.
  - 5. Texture: Smooth or Rustic Grain, as indicated or as selected by Architect to match or contrast with siding or paneling products.

### 2.04 ACCESSORIES

- A. Furring Strips: PT 1x4 furring or 1"x4" PT plywood strips.
- B. Trim: Same material and texture as siding.
- C. Fiber Cement Siding Metal Trim: Extruded aluminum alloy 6063-T5 temper.
  - 1. Dimension and Layout: As indicated on drawings.
  - 2. Finish: Primed for Field Painting.
  - 3. Manufacturers:
    - a. Tamlyn; XtremeTrim: [www.tamlyn.com/#sle](http://www.tamlyn.com/#sle).
    - b. Substitutions: See Section 01-6000 - Product Requirements.



- D. Fasteners: Galvanized or corrosion resistant; length as required to penetrate minimum 1-1/4 inch.
- E. Joint Sealer: As specified in Section 07-9005.
- F. Channels and dividers: To suit project conditions.
- G. Weather-Resistive Barrier: Tyvek CommercialWrap D Building Wrap per fiber cement siding manufacturer's standards for WRB and drainage plane. To meet ASTM E331, ASTM E2556, ASTM E96-00, and AATCC 127. Must meet ASHRAE 90.1 2010 requirements for Air Barriers, including ASTM E2357, ASTM E1677, ASTM E2178, ASTM E283, ASTM E84, NFPA 285, and ASTM E2273.
- H. Fasteners: Provide hot-dipped galvanized nails, sizes and types as recommended by manufacturer of siding products.
- I. Cementitious patching compound: Type recommended by siding manufacturer for repair of minor chips and cracks; Products by Master Builders Technologies, Sika.
- J. Sealant: Single part polyurethane, type specified in Section 07900. OR Siding Manufacturer's color-matched sealed for pre-finished panels.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Examine substrate and clean and repair as required to eliminate conditions that would be detrimental to proper installation.
- B. Verify that weather barrier has been installed over substrate completely and correctly.
- C. Do not begin until unacceptable conditions have been corrected.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

#### **3.02 PREPARATION**

- A. Install pre-fabricated aluminum flashing and galvanized sheet metal flashing:
  - 1. Above door and window trim and casings.
  - 2. Above horizontal trim in field of siding.

#### **3.03 INSTALLATION**

- A. Install in accordance with manufacturer's instructions and recommendations.
  - 1. Read warranty and comply with all terms necessary to maintain warranty coverage.
  - 2. Install in accordance with conditions stated in model code evaluation report applicable to location of project.
  - 3. Use trim details indicated on drawings.
  - 4. Touch up all field cut edges before installing.
  - 5. Pre-drill nail holes if necessary to prevent breakage.
- B. Over Plywood Sheathing: Fasten siding through sheathing into studs.
- C. Allow space for thermal movement between both ends of siding panels that butt against trim; seal joint between panel and trim with specified sealant.
- D. Joints in Vertical Siding: Install Z-flashing in horizontal joints between successive courses of vertical siding.
- E. Do not install siding less than 6 inches from surface of ground nor closer than 1 inch to roofs, patios, porches, and other surfaces where water may collect.
- F. After installation, seal all joints except lap joints of lap siding. Seal around all penetrations. Paint all exposed cut edges.
- G. Finish Painting: Specified in Section 09-9113.

### 3.04 INSTALLATION

- A. General: Install products over weather-resistive barrier in accordance with the latest printed instructions of the manufacturer, with all components true and plumb. Use tools and equipment recommended by siding manufacturer.
- B. Weather Resistive Barrier and Flashings:
  - 1. Cover surfaces of wall framing under siding with building paper, without holes, tears, or gaps. Secure end laps at supports.
  - 2. Coordinate installation of weather resistive barrier with flashings and barriers provided under other sections to provide and maintain a continuous weatherproof barrier. Sequence this work to weather all flashing laps to exterior without conflict or omission in this barrier.
  - 3. Install barrier continuously behind applied accessories.
  - 4. Lap horizontal edges 4-inches minimum, shingle fashion to weather.
  - 5. Lap vertical edges 6-inches minimum.
  - 6. Double bottom layer at corners, extending 6-inches around corner from each side.
  - 7. Lap sheet metal flashings provided by other sections. Lap felt flashing strips at door frames, windows and penetrations; lap over head and jamb strips and under sill strip.
  - 8. Extend no part of siding or starter strip under weather barrier or flashing. Weather all flashing and barrier laps to shed water to the exterior.
- C. Nailing: Drive nails perpendicular to siding and framing in locations which will be concealed in finished work. Nail head snug to panel. Do not overdrive or underdrive. Seal penetrations of overdriven nails and provide new properly placed nail adjacent and in the same member.
- D. Allow 1/8 inch maximum space between both ends of siding panels and trim for thermal movement.
- E. Installation - Vertical Siding:
  - 1. Space panels according to manufacturer recommendations. Allow maximum 1/8 inch joint for sealant.
  - 2. Maintain 3/8 inch edge distance for fasteners. Begin nail pattern 2 inches away from panel corners.
  - 3. All joints to be finished with: sealant joint, lumber batten, PVC "H" or "T" type channel divider. Type as indicated on drawings or if none indicated, seal joints.
  - 4. Horizontal Joints in Vertical Siding: Install Z-channel and flashing to accommodate successive courses of vertical siding.
- F. Installation - Soffit:
  - 1. Space panels according to manufacturer recommendations. Allow maximum 1/8 inch joint for sealant.
  - 2. Maintain 1/2 inch edge distance for fasteners. Begin nail pattern 2 inches away from panel corners. Penetrate siding panel fasteners into supporting framing.
  - 3. All joints to be finished with: sealant joint, lumber batten, PVC "H" or "T" type channel divider. Type as indicated on drawings or if none indicated, seal joints.
- G. Installation - Trim:
  - 1. Apply trim as detailed on drawings and as recommended by manufacturer. Allow maximum 1/8 inch gap between siding and trim.
  - 2. Maintain 3/8 inch edge distance for fasteners. Begin nail pattern 2 inches away from panel corners. Penetrate siding panel fasteners into supporting framing. Do not place nails in between lap joints.
  - 3. Joints in Trim: Staggered, butted, sealed.

### 3.05 ADJUSTING

- A. Patching and Repair; Fill dents, chips, cracks and similar damage with cementitious patching compound. Provide uniform, undamaged finished appearance.
- B. Seal joints as specified in related section: Siding to trim; joints in trim; joints in soffit, penetrations of siding by work of other sections.

**3.06 PROTECTION**

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion

**END OF SECTION**

## SECTION 10 73 13 – METAL AWNINGS

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes:

1. Fixed blade extruded-aluminum exterior mounted metal awnings including attachment brackets and trim.

#### 1.2 PERFORMANCE REQUIREMENTS

A. Design: Design awnings, including comprehensive engineering analysis by a qualified engineer, using structural performance requirements and design criteria indicated.

B. Structural Performance: Awnings shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated without permanent deformation of awning components and mounting brackets, or permanent damage to fasteners and anchors.

1. Wind Loads: Determine loads based on a uniform pressure of 30 lb./sq. ft. (1435 Pa), acting perpendicular to awning surfaces.

C. Thermal Movements: Provide awning system that allows for thermal movements resulting from a maximum change in ambient and surface temperature as indicated without buckling, overstressing of components, failure of connections, or other detrimental effects.

1. Temperature Range: 120° F (49° C) ambient and 180° F (82° C) at material surfaces.

#### 1.3 SUBMITTALS

A. Product Data: For each type of product indicated.

1. Include technical data demonstrating mounting and fastening methods, material descriptions, construction details, dimensions of assemblies and components, appearance details, and finishes.

B. Shop Drawings: For exterior awnings and accessories. Include plans, elevations, sections, details, and attachments to other work. Show frame profiles and blade profiles, angles, and spacing.

C. Samples: For each type of metal finish required.

- D. Submittal: For awnings indicated to comply with structural performance requirements and design criteria.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Aluminum Extrusions: ASTM B 221M, Alloy 6063-T5.
- B. Aluminum Sheet: ASTM B 209M, Alloy 3003 with temper as required for forming.
- C. Fasteners: Use types and sizes to suit unit installation conditions.
  - 1. For fastening aluminum, use aluminum or stainless-steel fasteners.

### 2.2 FABRICATION, GENERAL

- A. Fabricate frames, including outriggers, in dimensions as indicated. Include allowances for fabrication and installation tolerances, adjoining material tolerances, and thermal movements.
- B. Space the blades as indicated, and the outermost blades within the frame, to create a uniform appearance.
- C. Join frame members to each other and to panels with threaded fasteners concealed from view.

### 2.3 FIXED, EXTRUDED-ALUMINUM AWNINGS

- A. Solid Panel Drainable Metal Awning
  - 1. Basis-of-Design Product: Architectural Louvers Co. (Harray, LLC); Model H8CV. Subject to compliance with requirements, provide the specified product or comparable product by one of the following:
    - a. Manufacturers of equivalent products submitted and approved in accordance with Section 01 25 00 - Product Substitution Procedures.
  - 2. Frame Depth: 8 inches (204 mm)
  - 3. Trim Profile: Rectangular tube
  - 4. Panel Type: Interlocking ribbed extrusions
  - 5. Siding Option: Single sided (bottom panel only)
  - 6. Drainage: Provide perimeter and intermediate gutters of sufficient capacity to allow for proper drainage. Provide water diverters at outlets.

7. Outrigger Thickness: Not less than 0.125 inch (2.54 mm) for structural shapes, not less than 0.25 inch (6.35 mm) for flat materials.
8. Frame and Panel Nominal Thickness: Not less than 0.080 inch (2.03 mm).

## 2.4 ALUMINUM FINISHES

- A. High-Performance Organic Finish: 3-coat fluoropolymer finish complying with AAMA 2605 and containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pre-treat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.

1. Color and Gloss: As selected by Architect from manufacturer's full range.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Locate and mount awnings level, plumb, and at indicated alignment with adjacent work.
- B. Use fastening and mounting methods in accordance with manufacturer instructions.
- C. Use concealed anchorages where possible, with locations as directed by manufacturer instructions.
- D. Repair damaged finishes so no evidence remains of corrective work. Return items that cannot be refinished in the field to the factory and refinish entire unit or provide new units.
- E. Protect galvanized and unfinished nonferrous-metal surfaces that will be in contact with concrete, masonry, or dissimilar metals from corrosion and galvanic action by applying a heavy coating of bituminous paint.

END OF SECTION 10 71 13



